DOCUMENT RESUME

ED 188 592 IR 008 445

TITLE	Guide to the Archives of International Organizations. Part I. The United Nations System. Preliminary Version.
INSTITUTION	United Nations Educational, Scientific, and Cultural Organization, Paris (France).
REPORT NO	PGI/79/WS/7
PUB DATE	Apr 79
NOTE	305p.
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Archives; Information Sources; *International Organizations; International Programs; *Research; *Resource Materials; *Technology Transfer
IDENTIFIERS	*United Nations

ABSTRACT

The preliminary UNESCO directory to archival resources of international organizations that are part of United Nations Organization is intended to help overcome obstacles to research and information transfer. This provisional first part presents information on agencies belonging to the United Nations Organization itself, 14 specialized agencies and their subordinate institutions, and other closely tied international organizations. Information provided includes the name of the institution; its street, mailing, and telegraphic addresses; telephone and telex numbers; opening days and hours; working languages; names of administrative units responsible for archives; access and copyright rules; and facilities for consultation and reproduction. Additional descriptive information is presented on archives groups and the classes or series that compose them; other external groups; archives of the organizations held elsewhere; other reference sources available at the institution; and special interest information related to the history or origins of other international organizations. An institutional index and a list of abbreviations and acronyms used are provided. (RAA)

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PARIS, April 1979

Original: English

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

General Information Programme

GUIDE TO THE ARCHIVES OF INTERNATIONAL ORGANIZATIONS

PART I. The United Nations System

Preliminary version

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PREFACE

This preliminary guide has been prepared for Unesco under a contract with the International Council on Archives. It provides to the research community the first extensive overview of the archival resources of those international organizations that are part of the United Nations Organizations. By providing basic information on the extent and nature of their archives, and on the conditions governing access and use of this material, it is intended to help overcome obstacles to research and to information transfer. It thus contributes to the achievement of one of the basic objectives of Unesco's General Information Programme.

The Division for the General Information Programme invites comments and suggestions from both users and archivists on this preliminary compilation. These comments and suggestions will assist Unesco in the later preparation of an expanded and more definitive publication.

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INTRODUCTION

1. Development of the Project

The International Council on Archives (ICA) has long shown an interest in the archives of international organizations. A concern with future problems of archives management within the United Nations system played a direct role in the founding of the Council itself, and the second volume of the ICA periodical ARCHIVUM (1952) carried articles on the archives of the UNO, UNESCO and ILO. The 6th International Round Table Conference on Archives (Warsaw, 1961), which had for its theme "Archives in international life", discussed amongst others the archives of the United Nations, UNESCO, the International Labour Office and the International Bank for Reconstruction and Development.

For its 13th meeting in Bonn, 1971, the Round Table again selected as one of its themes the archives of international institutions. Among the resolutions adopted by the Round Table was one recommending that the ICA set up a working group on the archives of international agencies with a view to:

1. studying the problem in general;
2. drafting a guide to the archives of and relating to international organizations;
3. giving archival advice in this regard to international institutions at their request.[*]

It was decided that the work should be carried out in Geneva by a small working group which would be able to meet frequently, and in April 1974 ICA signed a contract with UNESCO for a preliminary study for the elaboration of the Guide.

The working party held several meetings and visited 11 international institutions with secretariats in Geneva to obtain a detailed picture of archives and records management programmes and activities in international institutions. In June 1974 we sent a questionnaire with a covering letter in English and French to 75 international institutions, 48 of which sent replies to the questions.

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[*] Work on items 1 and 3 has since devolved upon the ICA's Section of Archivists of International Organizations.

On the occasion of the Ottawa Round Table meeting in 1974 the members of the working party were able to discuss various problems with colleagues, following which we travelled to New York and Washington, where we visited the UN Headquarters, UNDP, UNITAR, IMF, the World Bank, PAHO and the Organization of American States. A number of these visits were exceptionally useful in persuading hesitant organizations to participate in the project.

The preliminary study was submitted in March 1975 and was issued as UNESCO document COM.75/WS/28.1) The study gives a short history of the project, describes the methodology used in compiling the questionnaire, analyses the replies received and offers a series of conclusions. Its annexes contain (I) a list of organizations visited; (II) a list of secretariats to which the questionnaire was sent; (III) French and English texts of the questionnaire and its accompanying explanatory letter; (IV) the regulations of the archives of COMECON; (v) a summary of the volume and growth of archives in the institutions which had replied to the questionnaire; (VI) the replies of UN Headquarters, FAO, the World Bank Group and the International Tracing Service; and rules regulating access to the Archives of (VII) the League of Nations; (VIII) the International Committee of the Red Cross, and (IX) the ILO. It concluded with (X) a bibliography and (XI) observations on the probable cost of the Guide.

The next step was taken when UNESCO organized a meeting of archivists of organizations within the UN system at UNESCO Headquarters, 14-16 September 1976. The working party had prepared a working paper for this meeting with an annex consisting of a schedule for the accounts of individual organizations in the "Guide to International Organizations". The discussions resulted in the following decisions and recommendations: the project should be divided into three parts concerning the archives, respectively, of (a) the members of the UN system, (b) other important international organizations, and (c) archive groups and collections of private papers in other repositories that relate to international organizations. The first part should be issued in provisional form, in anticipation of a more extended and definitive version at a later date. The meeting made recommendations as to the contents of the

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1) The French original should be consulted as the authentic text.

individual entries for the Guide.

Finally, in November 1977 a contract was signed between UNESCO and ICA providing for the first part of the project. A draft master plan for the individual notices for the Guide was submitted to selected colleagues for their views in December 1977, following which the definitive plan was circulated in March 1978.

2. Organization of the Guide

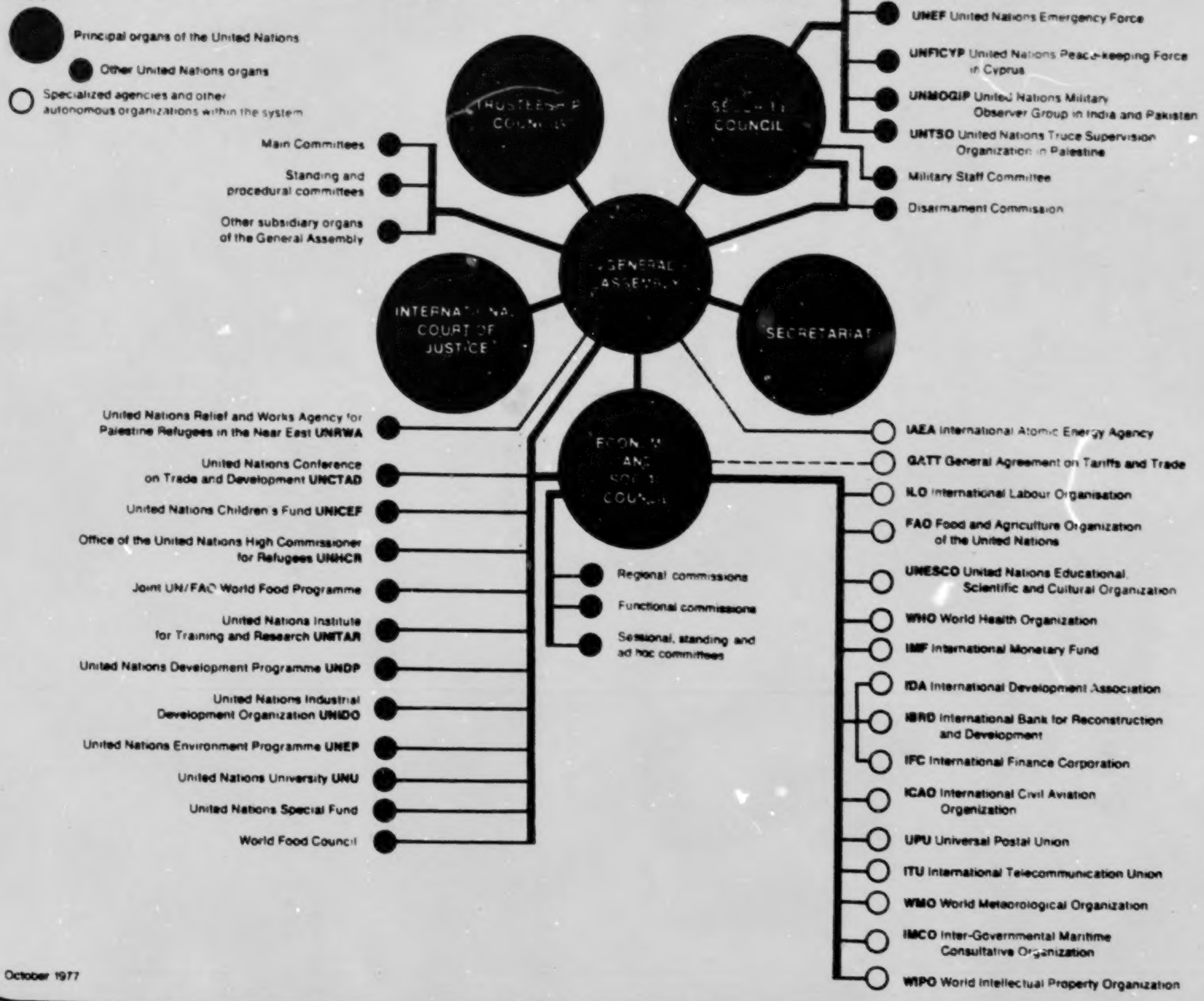
As indicated above, the first part of this project relates to organizations of the United Nations system. In addition to agencies belonging to the United Nations Organization itself, and the 14 specialized agencies and their subordinate institutions, there are also other international bodies with close ties to the UNO or one of the other agencies. A selection, to some extent subjective, therefore had to be made.

In some instances the agencies have unfortunately not preserved their own archives. Therefore, of the six principal organs of the United Nations, only two, the Secretariat - under the headings of United Nations Organization (Headquarters), United Nations Office at Geneva and United Nations Library at Geneva - and the International Court of Justice, have been given chapters of their own.

Only institutions existing at the time of compilation have been provided with separate entries: those no longer extant will be found under the headings of the institutions that keep their records. They will, however, be found in the index of records originators, where also will be found the non-UN bodies whose records are in UN keeping.

The archives of institutions of the predecessor "family", that of the League of Nations, are only included when kept by UN bodies (e.g. those of the League Secretariat, the Nansen International Office for Refugees, the Saar Basin Governing Commission, etc., are found under the United Nations Library at Geneva; those of the International Institute of Intellectual Cooperation and of the International Museums Office under UNESCO; those of the International Commission of Air Navigation under ICAO, etc.).

THE UNITED NATIONS SYSTEM


● Principal organs of the United Nations
● Other United Nations organs
○ Specialized agencies and other autonomous organizations within the system
TRUSTEESHIP COUNCIL
SECURITY COUNCIL
GENERAL ASSEMBLY
INTERNATIONAL COURT OF JUSTICE
SECRETARIAT
ECONOMIC AND SOCIAL COUNCIL
Main Committees
Standing and procedural committees
Other subsidiary organs of the General Assembly
UNDOF United Nations Disengagement Observer Force
UNEF United Nations Emergency Force
UNFICYP United Nations Peace-keeping Force in Cyprus
UNMOGIP United Nations Military Observer Group in India and Pakistan
UNTSO United Nations Truce Supervision Organization in Palestine
Military Staff Committee
Disarmament Commission
United Nations Relief and Works Agency for Palestine Refugees in the Near East UNRWA
United Nations Conference on Trade and Development UNCTAD
United Nations Children's Fund UNICEF
Office of the United Nations High Commissioner for Refugees UNHCR
Joint UN/FAO World Food Programme
United Nations Institute for Training and Research UNITAR
United Nations Development Programme UNDP
United Nations Industrial Development Organization UNIDO
United Nations Environment Programme UNEP
United Nations University UNU
United Nations Special Fund
World Food Council
Regional commissions
Functional commissions
Sessional, standing and ad hoc committees
IAEA International Atomic Energy Agency
GATT General Agreement on Tariffs and Trade
ILO International Labour Organisation
FAO Food and Agriculture Organization of the United Nations
UNESCO United Nations Educational, Scientific and Cultural Organization
WHO World Health Organization
IMF International Monetary Fund
IDA International Development Association
IBRD International Bank for Reconstruction and Development
IFC International Finance Corporation
ICAO International Civil Aviation Organization
UPU Universal Postal Union
ITU International Telecommunication Union
WMO World Meteorological Organization
IMCO Inter-Governmental Maritime Consultative Organization
WIPO World Intellectual Property Organization

October 1977

3. Individual entries

For the purpose of the Guide, the term "archives"[1] includes all records (active, semi-active and inactive files, printed archives, etc.) destined by their nature for preservation for information or for purposes of proof by the administration which produced or received them. Included are only files of probable archival value, to the exclusion of those of ephemeral interest or value. Such records are included regardless of their material form, whether manuscript, printed matter, or multi-copied documents; microfilm; maps and plans, films, photos, magnetic tape, sound recordings, etc.

By "printed archives" is meant any accumulation of publications or documents, printed or reproduced by other means, produced by the organization and preserved for the purposes indicated in the preceding paragraph.

Each institution was requested to supply the following information:

I. GENERAL

(a) Name of the institution
(If the institution formerly bore other names - other than in cases in which the change resulted from a separation or a merger - give the former names and the years when they were in use)

(b) Street address, mailing address (if different), telegraphic address, telephone and telex numbers

(c) Opening days and hours

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[1] A more comprehensive definition of modern archives is to be found in the Manual d'Archivistique (Paris, Imprimerie nationale, 1970, pages 21 - 24). Its essential elements are as follows: "Un fonds d'archives est en effet l'ensemble des pièces de toute nature que tout corps administratif, toute personne physique ou morale, a automatiquement et organiquement réuni en raison même de ses fonctions ou de son activité. C'est-à-dire qu'en font partie les minutes et les doubles des pièces expédiées et les originaux et les copies des pièces reçues, aussi bien que les documents élaborés en conséquence de l'activité interne de l'organisme considéré et les pièces réunies pour sa propre documentation, ainsi que les ensembles éventuellement hérités d'autres organismes auxquels celui-ci a succédé en tout ou en partie."

(d) Working languages of the secretariat

(e) Names of administrative units responsible for the archives, with a brief description of the principles and practices governing any division of responsibility (e.g. files less than twenty years old kept by the registry, printed archives by the library, the personnel service managing its own files)

(f) Rules or policy governing access by the public (if written rules exist, please attach them to your reply)

(g) Policy followed in relation to the protection of intellectual property and copyright (if written rules exist, please attach them to your reply)

(h) Facilities afforded for consultation and for reproduction of documents (give a summary description of reading and copying equipment).

II. DESCRIPTION OF ARCHIVE GROUPS AND THE CLASSES OR SERIES COMPOSING THEM[1)]

(a) Short administrative history of the organisation and its secretariat[2)] origins, functional and structural development, including a description of major activities. Particular care should be taken to outline the principal reorganisation measures and the reapportionment of functions, as well as to describe predecessor bodies and the functions inherited from them. Describe, too, the rules and procedures followed across the years in regard to records management, together with the extent of centralisation or decentralisation of file control.

The administrative history should also include a list with dates, of directors-general or other-named executive heads, as well as a bibliography of the principal books and articles on the history, functions, and archives of the institution.

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1) For external archive groups, see III.

2) Annexe VI, page 11, of the Preliminary Study (UNESCO document COM 75/WS/28 of 16 July 1976) may be considered a good example of what is here required.

(b) Enumeration, with dates and principal languages, of classes, series or sub-groups of the secretariat archive groups and those of regional and other offices which are kept at headquarters. State whether they are originals or substitute microcipies.

At the head of each enumeration should be mentioned the finding aids (guides, inventories, card or other registry-type indexes, file classification plans, etc.) which cover the whole archives group or a number of its classes or series. After each class or series, show in brackets such finding aids as concern that class or series alone. The printed archives should be considered as forming their own single class or series.

(c) Succinct account of active files series. Each institution is to apply to its archives the definition as the head of this plan and supply an overall description, at whatever level possible, of its archival holdings, it being understood that this description will normally be at the class or series level and not that of the individual file, the notion of class or series to be explained as it is in fact applied in each institution. The description should include the total volume of archives, expressed in linear metres of shelving occupied; microfilm is to be measured by the number of reels, stating their dimensions; microfiches by number; audio-visual material is to be counted by the approximate number of items.

State the time span by indicating the dates of the earliest and most recent records; specify gaps, if possible with an explanation.

N.B. Particular attention should be paid to the possibility that certain types of information may be found in the archives although there is nothing to suggest this in the description of the functions and structures of the institution or in the titles of clases or series. Conversely, information one would expect to find may not be there; this, too, should be specified.

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III. DESCRIPTION OF EXTERNAL ARCHIVE GROUPS AND THE CLASSES OR SERIES COMPOSING THEM

This heading relates to archive groups held by your organisation but, not originating from it, have been received in deposit, inherited, or acquired from external sources in any other way.

For each of these archive groups, please give the same information as under Section II.

IV. ARCHIVES OF THE ORGANISATION HELD ELSEWHERE

Describe them and give the name and address of the repository.

V. OTHER REFERENCE SOURCES AVAILABLE IN YOUR INSTITUTION

(For example, certain library or audio-visual material of complementary interest to researchers).

VI. STATE WHETHER PART OF YOUR ARCHIVES IS OF SPECIAL INTEREST FOR THE HISTORY OR ORIGINS OF OTHER INTERNATIONAL ORGANISATIONS

Comments on the Completed Questionnaire

I (d) "Working languages of the secretariat" may have been misunderstood by some contributors, who gave the conference languages of their organization. What was requested was an indication, for the prospective user of the archives, of what language(s) he/she should use in addressing the institution to ensure a prompt reply, since translation services are often overworked. Languages in the Guide entries are enumerated in English alphabetical order (in the French version also), according to UN practice, and the order does not indicate the relative frequency with which they are used by the personnel.

II (a) "Short administrative history" and bibliography. Since we are convinced that only the archivist experienced with the records in his/her custody can know what is useful for the user of archives, we have done very little revision of submissions made under this heading. For the same reason, we have not gone into detail in those cases where we ourselves have had to compile this chapter. The bibliographies are generally relatively complete for institutions on which few books exist, but obviously are necessarily more selective for other agencies. It has not been possible to add a bibliography to the entries for institutions which did not submit any.

II (b) and (c) Description of active and inactive records. Active series have been included since it is unlikely that there will be frequent new editions of the Guide. We have tried to make the presentation as uniform as possible, but some individuality remains since total holdings are broken down in many different ways in various archival repositories.*

VI. Records of special interest for the history or origin of other international organizations. Only a few of the contributors provided information on this point; perhaps the purpose of this inquiry should have been explained more fully. For this reason, and also because of the late arrival of some contributions, full use could not be made of these data. It is to be hoped that more information of this kind will be available for the definitive version of the Guide.

4. Continuation of the Project

This present compilation is only the preliminary version of the first part of the total Guide project as previously indicated. It should be followed by the preparation of a guide to the archives of intergovernmental and non-governmental organizations ** compiled according to the same guidelines used in this Guide. The third part, dealing with archives and collections of personal papers of an international nature kept in other repositories (national or provincial archives, libraries, universities, families, etc.), will pose new problems, and it is recommended that an expert consultation be held to plan this work.

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* Respect for the work accomplished by our colleagues in the various organizations has led us, at this stage, to retain virtually all details provided in certain cases. The inevitable consequence has been a lack of balance in the relative length of notices.

** Elaboration d'un Guide des archives des organisations du système des Nations Unies et d'autres organisations internationales. Etude préliminaire établie par Raymond MANNING (BIT), Gilberte PEROTIN (UIT) et Sven WELANDER (ONU). Unesco document COM.75/WS/28. Not wishing to say everything twice, we wish to make a general reference to this study, in which are treated problems not discussed or only touched upon in this introduction. Copies can be obtained, as long as the stock lasts, from League of Nations Archives and Historical Collections Section, Palais des Nations, CH-1211 Geneva 10.

5. Acknowledgements

We have the pleasant duty of thanking the International Council on Archives and UNESCO for making this project possible, and of thanking those staff members directly involved for their help and interest. Special thanks are also due to our own institutional superiors and those of our contributors to have enabled us to complete our work on this Guide. Most of these, unfortunately, are unknown to us.* Our own collaborators have unstintedly given assistance for which we are truly grateful. Mr M. Mili, Secretary-General of the International Union of Telecommunications, has shown great interest in the project, and most generously put the services of staff members and machines at our disposal. Last, but not least, we want to thank our colleagues who have drafted the entries and patiently replied to our questions, particularly (in alphabetical order of institution), Ms. Wright (FAO), Messrs, Croome (GATT), Gurney (IMCO), Kardos (IAEA), Ner (ILO), Ms. Stark (IMF), Messrs. Cieniewicz (UNDRO), Järvinen (UNESCO, Grose (UNEP), Erlandsson (UN Headquarters), Ahmad and Baker (UNOG), Ms. Valquist (UNRISD), Messrs, Bloomfield (World Bank), Saycur (WHO), and Ms. Zarb (WIPO).

Raymond MANNING
Gilberte PEROTIN
Sven WELANDER

Geneva, November 1978

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* We would nevertheless like to single out Messrs. György Rozsa and Heinz Waldner, former and present Chief Librarian of the United Nations Library at Geneva.

LIST OF ABBREVIATIONS AND ACRONYMS USED

Note. The following list of acronyms contains abbreviation used in the text for institutions (including regional offices etc. that possess their own registry or similar record service) and committees etc. Not included are (a) initials of divisions etc. of the secretariats, mainly indicating classification notations used by the respective registries, of groups, sub-groups etc.; (b) the initials of telegraphic addresses; (c) abbreviations in common use.

AFRO	World Health Organization: African Regional Organization
ARISBR	United Nations Educational, Scientific and Cultural Organization: Asian Institute for School Building Research
ASFEC	United Nations Educational, Scientific and Cultural Organization: Regional Centre of Functional Literacy in Rural Areas for the Arab States
AURO	World Health Organization: Region of the Americas
BAMB	United Nations Organization: Bureau of Administrative Management and Budget
BIRPI	Bureau internationaux réunis pour la protection de la propriété intellectuelle
BOTRA	
BREDA	United Nations Educational, Scientific and Cultural Organization: Regional Office for Education in Africa
BTAO	
CAER	
CAME	Conference of Allied Ministers of Education
CCAQ	Consultative Committee on Administrative Questions
CCIF	International Telecommunication Union: International Telephone Consultative Committee
CCIR	International Telecommunication Union: International Radio Consultative Committee
CCIT	International Telecommunication Union: International Telegraph Consultative Committee
CCITT	International Telecommunication Union: International Telegraph and Telephone Consultative Committee

CEPES	United Nations Educational, Scientific and Cultural Organization: International Centre for Higher Education
CFA	United Nations/ Food and Agricultural Organization: World Food Programme, Committee on Food Aid Policies and Programmes
CFB	Combined Food Board
CICI	International Committee on Intellectual Cooperation
CIS	International Occupational Safety and Health Information Centre
CNRRA	
CPRB	Combined Production Resources Board
CREFAL	United Nations Educational, Scientific and Cultural Organization: Regional Centre for Functional Literacy in Rural Areas for Latin America
CRMB	Food and Agricultural Organization: Combined Raw Material Board
CRUIRP	United Nations Educational, Scientific and Cultural Organization: Regional Centre for Educational Information and Research
CSAB	Food and Agricultural Organization: Combined Shipping Adjustment Board
CTP	
DPI	United Nations Organization: Department of Public Information
ECA	United Nations Economic Commission for Africa
ECE	United Nations Economic Commission for Europe
ECLA	United Nations Economic Commission for Latin America
ECO/Conf.	Conference for the Establishment of a United Nations Educational and Cultural Organization
ECOSOC	United Nations Organization: Economic and Social Council
EECE	Food and Agricultural Organization: Emergency Economic Committee for Europe
EMRO	World Health Organization: Eastern Mediterranean Region
EPTA	Food and Agricultural Organization: Expanded Programme of Technical Assistance
ERO	Food and Agricultural Organization: European Regional Office
ESA	United Nations Organization: Department of Economic and Social Affairs
ETAP	Food and Agricultural Organization: Expanded Technical Assistance Programme
EURATOM	European Atomic Energy Commission
EURO	World Health Organization: European Region
FAO	Food and Agricultural Organization of the United Nations
FFHC	
FICSA	Federation of International Civil Servants ' Associations
GA	General Assembly of the United Nations
GATT	General Agreement on Tariffs and Trade
HAVCO	United Nations Educational, Scientific and Cultural Organization: Regional Office for Culture in Latin America and the Carribean
IAEA	International Atomic Energy Agency
IARC	International Agency for Research on Cancer
IAS	United Nations Organization: Internal Audit Service

IBD	International Bureau for Declaration of Death
IBE	International Bureau of Education
IBRD	World Bank Group: International Bank for Reconstruction and Development
ICAO	International Civil Aviation Organization
ICE	Educational Cinematographic Institute
ICJ	International Court of Justice
ICSID	World Bank Group: International Centre for Settlement of Investment Disputes
IDA	World Bank Group: International Development Association
IEFC	International Emergency Food Council
IFC	Food and Agricultural Organization: International Forestry Centre
IFC	World Bank Group: International Finance Corporation
IFRB	International Telecommunication Union: International Frequency Registration Board
IGC	United Nations/ Food and Agricultural Organization: World Food Programme: Intergovernmental Committee
IIA	International Institute of Agriculture
IICI	International Institute for Intellectual Cooperation
IIEP	International Institute for Educational Planning
IILS	International Institute for Labour Studies
ILCOP	International Liaison Committee of Organization for Peace
ILO	International Labour Office
IMCO	Intergovernmental Maritime Consultative Organization
IMF	International Monetary Fund
INIS	International Atomic Energy Agency: International Nuclear Information System
IPB	International Peace Bureau
IRO	International Refugee Organization
ISSA	International Social Security Association
ITC	International Trade Centre United Nations Conference on Trade and Development/ General Agreement on Tariffs and Trade
ITU	International Telecommunication Union; formerly International Telegraphic Union
IWP	Food and Agricultural Organization: Indicative World Plan
LASCO	United Nations Educational, Scientific and Cultural Organization: Regional Office for Science and Technology for Latin America and the Carribean
LNOR	
NARBA	
NARO	Food and Agricultural Organization: North America Regional Office
NERO	Food and Agricultural Organization: Near East Regional Office
NGO	Executive Committee of Non-Governmental Organizations associated with the United Nations Office of Public Information
OAU	Organization of African Unity
OECD	Organization for Economic Co-operation and Development

OFRRO	Office of Foreign Relief and Rehabilitation Operations of the United States Department of State
OGS	United Nations Organization: Office of General Services
OIHP	Office International d'Hygiène Publique
OIM	International Museums Office
ONU	United Nations Organization
ONUC	United Nations Operations in the Congo
OREU	United Nations Educational, Scientific and Cultural Organization: Regional Office for Education in Latin America and the Carribean
PAHO	Pan American Health Organization
PASB	Pan American Sanitary Bureau
READSCO	United Nations Educational, Scientific and Cultural Organization: Karachi Centre for Culture and Book Development in Asia
REBIA	United Nations Educational, Scientific and Cultural Organization: Regional Educational Building Institute for Africa
ROEA	United Nations Educational, Scientific and Cultural Organization: Regional Office for Education in Asia and Oceania
REPDOM	United Nations Organization: Reporting Mission of the Representative of the Secretary-General in the Dominican Republic
RSBCA	United Nations Educational, Scientific and Cultural Organization: Regional Educational Building Institute for Africa
SASCO	United Nations Educational, Scientific and Cultural Organization: Regional Office for Science and Technology for South and Central Asia
SC/CSE	United Nations Educational, Scientific and Cultural Organization: Scientific Co-operation Bureau for Europe
SCHM	United Nations Educational, Scientific and Cultural Organization: International Commission for a History of the Scientific and Cultural Development of Mankind
SEASCO	United Nations Educational, Scientific and Cultural Organization: Regional Office for Science and Technology for South-East Asia
SEARO	World Health Organization: South East Asia Region
UCRSTA	United Nations Educational, Scientific and Cultural Organization: Regional Office for Science and Technology for Africa
UFSOAS	United Nations Educational, Scientific and Cultural Organization: Regional Office for Science and Technology for the Arab States
UNACS	United Nations Advisory Council in Somaliland
UNAEC	United Nations Atomic Energy Commission
UNCIO	United Nations Conference on International Organization
UNCIP	United Nations Commission for India and Pakistan
UNCORS	United Nations Commission on the Racial Situation in the Union of South Africa
UNCRU	
UNCTAD	United Nations Conference on Trade and Development
UNCURK	United Nations Commission for Unification and Rehabilitation of Korea
UNDP	United Nations Development Programme
UNDRO	Office of the United Nations Disaster Relief Co-ordinator

UNEBDAS	United Nations Educational, Scientific and Cultural Organization: Regional Office for Education in the Arab States
UNEF	United Nations Emergency Force
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFDAC	United Nations Fund for Drug Abuse Control
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNIPOM	United Nations India Pakistan Observation Mission
UNITAR	United Nations Institute for Training and Research
UNKRA	United Nations Korean Reconstruction Agency
UNMAM	United Nations Malaysian Mission
UNMCK	United Nations Memorial Cemetery in Korea
UNMEM	United Nations Mid-East Mission
UNO	United Nations Organization
UNOG	United Nations Office at Geneva
UNOGIL	United Nations Observation Group in Lebanon
UNPC	United Nations Palestine Commission
UNPCT	United Nations Plebiscite Commissioner of the Trust Territory of Togoland
UNRIP	United Nations Representative for India and Pakistan
UNRISD	United Nations Research Institute for Social Development
UNRRA	United Nations Relief and Rehabilitation Administration
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNRWI	United Nations Representative in West Irian
UNSCO	United Nations Suez Canal Clearance Operations
UNSCOB	United Nations Special Committee on the Balkans
UNTCOK	United Nations Temporary Commission on Korea
UNTEA	United Nations Temporary Executive Authority in West Irian
UNTSO	United Nations Truce Supervision Organization
UNYOM	United Nations Yemen Observation Mission
UPU	Universal Postal Union
URCSA	United Nations Educational, Scientific and Cultural Organization: Research Centre on Social and Economic Development in Southern Asia
WFP	United Nations/ Food and Agricultural Organization: World Food Programme
WHO	World Health Organization
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization
WPRO	World Health Organization: Western Pacific Region

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS (FAO)

Address : Viale delle Terme di Caracalla
I-00100 Rome
Italy
Telegraphic address : FOODAGRI ROMA
Telex : 61181
Telephone : 5797

Opening hours : Monday to Friday, 9 a.m. to 1 p.m. and 2.30 to 4.30 p.m.; closed on official holidays of FAO (enquire in advance).

Working languages : English, French, Spanish (Archives staff : English, French, Italian, Spanish)

The archives are kept by FAO Archives of the Records and Archives Section of the Buildings, Communications and Records Branch, Administrative Services Division.

Current correspondence files are kept in the departments at Division level in registries (one per Division) under procedural control of the Records and Archives Section. One to one and a half years becoming inactive, all records, including registry files, are transferred to a central storage facility operated by that Section and kept until declared obsolete by the originating office. Archives staff earmark/select records for preservation.

The printed archives are kept by the Library/Documentation Centre.

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Film and photograph archives are kept by the Information Division.

Access to current records and to inactive records in interim storage is mainly limited to members of the FAO Secretariat. Records in FAO Archives which are ten or more years old are, generally speaking, open to outside researchers. Special restrictions apply to records of a confidential nature. For access to these, the FAO Archives Reference Restriction series must be consulted.

Rules governing copyright apply to material published as a result of the use of FAO Archives. FAO is not in a position to relieve searchers from obligations in respect of copyright held by third persons whose work may be found in the Archives.

The Archives Consultation Room with one magnaprint microfilm reader/printer for use with 16 and 35mm film. There are photocopying facilities (maximum size prints : 25 x 42 cms). Both microfilm photoprints and photocopies cost $ U.S. 0.10 each.

Administrative history

The Food and Agriculture Organization had its origin in the United Nations Conference on Food and Agriculture convened by the United States Government in 1943 at Hot Springs, Virginia. Representatives of 44 allied and neutral nations attended. Arising out of the discussions on national food requirements and agricultural production for the post-war period was the decision that a permanent international organization should be established to promote agricultural production and improve nutrition. The United Nations Interim Commission for Food and Agriculture, set up by the Conference, worked in Washington from July 1943 until October 1945 and produced a detailed plan for such an organization, expanding its functions to include fischeries and forestry.

The plan also provided for the absorption by the new organization of the functions and assets of the International Institute of Agriculture in Rome and the International Forestry Centre in Berlin.

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The new body, the Food and Agriculture Organization of the United Nations (FAO), was formally established in October 1945 at the Conference convened for this purpose in Quebec, where forty-two governments accepted its Constitution. It began to function immediately thereafter.

FAO Headquarters was located in Washington from 1945 until March 1951, when it was transferred by decision of its member governments to a permanent site in Rome.

In 1946, FAO took the functions and assets of the International Institute of Agriculture established in Rome in 1905 to disseminate timely information on world agricultural production and trade, new techniques, legislation etc., and its affiliate body the International Forestry Centre set up in Berlin in 1937 with functions similar to those of the Institute in respect of forest products.

In 1947 FAO took over the functions of the International Emergency Food Council which, replacing the war-time UK-US-Canada Combined Food Board which operated between 1942 and 1946, coordinated the distribution of foodstuffs and related commodities still in short supply at the time.

FAO's specific functions were :

i) to collect and disseminate information relating to food and agriculture, including fisheries and forestry;
ii) to promote improvements in research, administration, education and the provision of credit in these fields;
iii) to promote the production, processing and distribution of food, agricultural, fishery and forest products;
iv) to promote the adoption of international policies for agricultural commodity arrangements;
v) to provide technical assistance in these fields to countries on request.

Specific activities have included work on the utilization of agricultural surpluses, the expansion of fisheries, forest, food and agricultural industries, a world-wide Freedom-from-Hunger Campaign, studies on investment needs and possibilities in the agricultural, fisheries and forestry sectors, regional and world agricultural development plans.

Structure : The Biennial FAO Conference of representatives of member nations govern FAO. The Organization began with 42 members and now has 143. The FAO Council, consisting of 42 member nations, meets between Conference sessions and acts on matters delegated to it by the Conference.

The Director-General, elected by the Conference, directs the work of the Organization, appoints the staff, and is responsible for its activities. He is assisted by a Deputy Director-General. The following have serve as Director-General

Sir John Boyd Orr	Oct. 1945 - May 1948
Norris E. Dodd	May 1948 - Mar. 1954
Phillip V. Cardon	Mar. 1954 - Jun. 1956
Binay Ranjan Sen	Oct. 1956 - Dec. 1967
Addeke H. Boerma	Jan. 1968 - Dec. 1975
Edouard Saouma	Jan. 1976 -

The departments of the secretariat are at present : The Office of the Director-General (includes audit, legal services, programme and budget services, inter-agency affairs); the Agriculture Department; the Fisheries Department; the Forestry Department; the Economic and Social Policy Department; Development Department; the Administration and Finance Department; the General Affairs and Information Department.

Records management

From 1946 until 1958 circa, FAO had a central registry for all its correspondence. Operational records (accounts, payroll, personnel, purchasing, statistical data, etc.) were kept in the units concerned.

Following an outside management survey in 1954 the central registry was replaced by a network of Division registries under the central control of a Registry and Archives Section in the Administrative Planning (management) Branch. An inactive records storage centre and a formal archives were started by 1957. The Section was transferred some years later to the Division for administrative services.

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Now designated Records and Archives Section, it develops standards and procedures for maintenance and disposition of the Organization's records and regularly inspects registries to ensure compliance with these. The Section maintains a standard file coding scheme for all registry files1) and controls issuance of filing equipment. It arranges the transfer of all inactive records to its central storage facility, and in consultation with originating offices, determines subsequent disposition of the records, i.e. preservation in the Archives or destruction. The Section administers the Archives.

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Description of the Archives

Secretariat records in the FAO Archives follow two different systems of arrangement. The prevailing system, introduced in 1966, provides for the preservation of records in their original form and arrangement, in groups reflecting the organizational segment that created them. A previous system, applied to the files of the FAO central registry which operated from 1946 until

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1) The file headings are set out in the FAO Manual, Chapter VI, Section 601, pp. A. (i), A. (ii) and A.1-22.

1959, to the FAO Interim Commission records and to the papers of Franck L. McDougall, was discontinued in 1964. Under this system the contents of files were removed and re-arranged in a hierarchical pattern in series reflecting the physical characteristics of the items. The 36 linear metres of records arranged under this system represent approximately 10 % of total current holdings. For ease of handling, the collection has been designated Record Group 0. It is the last of the secretariat archive groups to be described below.

Unless otherwise indicated, the principal language of the series described is English.

Active Series and General Information

Generally speaking, FAO Archives preserves (i) unpublished materials made or received by the Organization (e.g., correspondence, internal working papers and reports, memoranda, administrative and internal reference materials, legal documents etc.); (ii) all documents of the FAO Conference and its subsidiary organs; and (iii) FAO information materials.

More specifically, file series generated by the immediate Office of the Director-General, including the Cabinet staff and Deputy Director-General, are destined for preservation. File series in Division registries which relate to the substantive activities of the Division concerned, office files of Assistant Directors-General who are not serviced by a registry, and the files of FAO Regional Representatives are destined for preservation. Selected operating records such as general ledgers, payroll records, personnel data, budgets, staffing materials etc. are also preserved.

The cumulative records of selected FAO field projects, transferred from project site, are preserved for sample purposes.

FAO does not maintain printed archives as such. Double copies of all its publications, formal reports of projects, meetings and training centres, and other technical and scientific materials that it produces are placed in the FAO David Lubin Memorial Library for use as Library material. The collection is also the source for the Library's documentary information services.

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The total volume of records in FAO Archives, 90% of which are in paper form, occupies 320 linear metres of shelving apportioned as follows : Secretariat groups-258 linear metres; external archive groups - 62 linear metres. There are 490 reels of 16mm roll microfilm and approximately 900 disc and tape sound recordings. Secretariat archives groups cover the period 1945 to 1970.

Record groups in the FAO Archives

RG Number	Title
0	FAO Central Registry Files 1945-1959
1	International Institute of Agriculture and International Forestry Centre 1905-1946
2	Combined Food Board 1942-1946
3	United Nations Conference on Food and Agriculture 1943
4	United Nations Interim Commission on Food and Agriculture 1943-1945
5	International Emergency Food Council 1946-1947
6	Conference of FAO
7	Council of FAO
8	Office of Director-General
9	Programme and Budgetary Service (Development Department from 1968 forward)
10	Technical Department (Agriculture Department from 1968 forward)
11	Administration and Finance Department
12	Economic and Social Department
13	Public Relations and Legal Affairs Department (General Affairs and Information Department from 1968 forward)
14	Fisheries Department
15	Regional Offices and Field Missions (Country Offices)
16	FAO/UN World Food Programme
17	Forestry Department
18	Sound Recordings
19	Staff Organizations, Activities & Staff/Management Committees

20 Memorabilia
21 Private Archives
- David Lubin Archives (in David Lubin Memorial Library, FAO) 1885-1919.

CONFERENCE OF FAO (Record group 6)
/¯Finding aid : Record Group Statement[2], RG 6_7

a) Session documents, 1945-1977, Eng. 16mm microfilm all sessions except 1947, 1949. Fr., Sp. documents, all sessions in paper form. Numbered series of working papers, verbatim records, reports and informational issuances for each session. /¯List of documents for each session; Index of FAO Council and Conference Decisions, 1945-1972_7.

b) Miscellaneous records of the Conference, 1945-1967, Eng. Includes Conference officers and delegates' correspondence, notes of meetings including those of the General Committee, selected nomination forms and ballot reports, credentials, press materials, unnumbered working papers etc. /¯Folder inventories for each session_7.

COUNCIL OF FAO (Record group 7)
/¯Finding aid : Record Group Statement, RG 7_7

a) (predecessor) Executive Committee, 1945-1947, Eng. Numbered working papers, reports, notes, memoranda.

b) Session documents, 1948-1977 Eng. and 1967-1977 Fr., Sp., 16mm microfilm, 1948-1973 Fr., Sp., paper records. Numbered series of working papers, verbatim records, reports and informational issuances for each session. /¯List of Documents for each session; Index of Council and Conference Decisions, 1945-1972_7.

c) Miscellaneous records of the Council, 1947-1974, Fr., Eng. Includes unnumbered documents, correspondence, press materials, selected ballot reports etc.

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[2] FAO Archives Record Group Statements contain a short history of the origin, structure and functions of the organizational segment concerned, a general description of the records, reference restrictions if any, and organizational charts, as appropriate.

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d) Committees of the Council
  - i) Session documents of standing committees on finance, programmes, commodity problems, relations with international organizations 1947-1977 Eng. 16mm microfilm and paper records [List of documents for each meeting];
  - ii) (Standing) International Emergency Food Committee, 1947-1949 Eng. [Folder inventory];
  - iii) Ad Hoc Committees of the Council, 1947-1969 Eng. documents, reports, correspondence [List of Committees].

OFFICE OF DIRECTOR-GENERAL (Record group 8)

[Finding aid : Record Group Statement, RG 8]

a) Immediate office of Director-General
  - i) Files of special assistants and advisers to Director-General dealing i.a., with social welfare matters and liaison with the Italian Government, 1950-1972 [File inventories]
    N.B. The records of Counsellor F.L. McDougall are located in RG 0 below.
  - ii) Records of meetings of Directors-General with Directors and other senior staff, 1946-1976, Eng. [Subject index to minutes 1951-1956].
  - iii) Office of Director-General registry files, 1967- Eng., Fr., Sp. [File inventory].
  - iv) Office of Director-General, chrono files, 1958-1975.

b) Director-General
  - i) Chronological series of correspondence and speeches, selected subject files of B.R. Sen, 1956-1967. (N.B. Records of Dr. Sen's public relations officer in RG 13, sub-group d).
  - ii) Chronological series of articles, messages, speeches of A.H. Boerma, 1968-1975, Fr., Eng., Sp. [List of speeches].

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c) Deputy Directors-General

i) Subject files, 1948-1971, Fr., Eng. [File inventory]
(N.B. From 1971 forward the Deputy Director-General's correspondence forms part of ODG registry files; a) iii) above).

ii) Chrono files of Deputy Directors-General Wahlen, Wright and Wells, 1958-1970.

d) Office of Legal Counsel

i) Subject files 1946- [File inventory].

ii) Collection of records which form the legal basis for the existence of FAO and its subsidiary offices and bodies, and its relationship with other organizations,e.g. FAO constitution, membership instruments, agreements with UN and other agencies etc. 1945- [List of items].

e) Office of Internal Audit and Inspection (includes also external audit records)

i) External auditors' reports and certified accounts, 1946-1963 (collection incomplete).

ii) Internal audit correspondence, reports, observations and chrono files, 1951- .

f) Office of Programme and Budget (prior records in RG 9, sub-group b) below) Budget registry files, 1956- [File inventory].

g) Indicative World Plan/Policy Advisory Bureau

i) Office files of Director, 1964-1972, [File inventory].

ii) IWP registry files, 1965-1969, [File inventory].

h) Freedom from Hunger Campaign

i) Registry files, 1959- .

ii) Files of the Secretariats of the First and Second World Food Congresses including documents and tapes, 1960-1963, 1969-1971 [File inventories].

i) Office for Inter-Agency Affairs (Records relating to UN inter-agency affairs, relations with other international organizations and FAO Emergency Relief operations are described under RG 9 sub-group c) pending future transfer to RG 8).

PROGRAMME AND BUDGETARY SERVICE [from 1968 onwards, DEVELOPMENT DEPT.] (Record group 9)

[Finding aid : Record Group Statement for Programme and Budgetary Service, RG 9]

- a) Office of Director/Assistant Director-General
  - i) Office subject files, 1958- , [File inventory]. The records generally reflect guidance and directive on FAO's programme, in particular the field programme.
  - ii) Africa country files of Director, P. Terver, 1961-1965, Fr., Eng.
  - iii) Directors/ADG chrono files, 1958-1971
  - iv) PBS central registry files, 1957-1962, includes, i.a. early records on UN Special Fund activities.
- b) Programme Formulation and Budget Division [File inventory].

  (N.B. See RG 8 sub-group f) DPB, for subsequent programme and budget records).
  - i) Office files of Director, W. Pawley, 1960-1969.
  - ii) Programme Formulation Branch files, 1959-1966.
  - iii) Selected pre-registry subject files of Budget Branch, 1954-1960.

    (N.B. Budget Branch registry files are in RG 8 sub-group f) DPB).

  The records in i) and ii) above relate principally to agricultural development planning, planning surveys and missions, long-term FAO programming, UN Development Decade. Prior, subsequent and related records on these subjects are in c) iii) below, RG 8 sub-group g), RG 12 sub-group d) ii), and in RG 13 sub-group b) iii).
- c) Programme (International Agency) Liaison Branch/Division. [File inventories].
  - i) Office files of Branch Chief/Division Director J.V.A. Nehemiah, 1960-1974. Includes in particular records on inter-agency relations.
  - ii) Files of FAO representatives to ECOSOC and UN General Assembly, 1950-1958.

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iii) Programme Liaison Branch subject files, 1959-1962. Includes i.a. files on World Resources Survey and related river basin development matters.

iv) Divisional registry files, 1956- . Includes records from 1956 forward on UN and inter-agency affairs and relations with other international organizations (records on these subjects prior to 1956 are located in RG 0). Also includes records on Regional Conferences, HQ liaison with regional offices and on FAO emergency relief operations.

d) Technical Assistance Coordination (Area Services/Field Programme liaison) Division

i) Collection of operational issuances on field programmes (directives, lists, tables, project catalogues, etc.) 1949- , 16mm microfilm and paper records. [List of series].

ii) Country (Field) Operations Liaison Branch files relating to the Expanded Programme of Technical Assistance (EPTA); subject files, country and region files on programming and operation of EPTA projects, 1951-1971. [Sub-series inventory]. (N.B. see also Branch Chief's correspondence in RG 0, sub-group 5 below).

iii) Divisional registry files, 1959- . [File inventory]. Series consist largely of files on projects containing within-house comments on project proposals, papers on negotiation of project agreements and submission of reports to governments.

iv) Selected files of Programme Services Branch on FAO's procedures and policies relating to development assistance, 1960-1962. [File inventory].

v) Country representatives' reports to HQ, 1956-1967.

vi) Fellowship and Training Branch registry and pre-registry subject files, 1950- . [File inventory].

vii) André Mayer Research Fellowship files, 1956- . [Files of fellowship holders].
(N.B. Final reports of other fellowship holders (UNDP, FFHC, etc.) are available for reference purposes for 10 years from date of report).

e) FAO/IBRD Cooperative Programme
Registry files, 1963- .

f) FAO/Industry Cooperative Programme
Registry files, 1964- . [File inventory].

TECHNICAL DEPARTMENT [from 1968 onwards, AGRICULTURE DEPARTMENT]
(Record group 10)

a) Office of Assistant Director-General [File inventories]

i) Registry files relating inter alia to the Joint FAO/IAEA Division, cooperation with the fertilizer industry, liaison with UNICEF, UN Advisory Committee on Science and Technology, remote sensing and other matters of interest to several segments of the Department, 1959-1971.
(N.B. Records of the Joint FAO/IAEA Division are held by IAEA, Vienna).

ii) ADG office files relating to the fertilizer industry and the Joint FAO/IAEA Division, 1960-1970.

iii) Subject files of the Atomic Energy Branch, 1954-1960.

b) Agriculture Division [Record Group Statement, File inventories]

i) Director and Deputy Director's subject and country files, 1947-1958, Fr., Eng., Ger.
(N.B. Other records are located in RG 0, sub-group 41).

ii) Programme Planning and Analysis files covering i.a. early FAO Regional Conferences and regional programmes for agriculture 1951-1958.
(N.B. Records of the animal, plant and land use branches of the Agriculture Division have been preserved with those of the corresponding successor divisions in the sub-groups below, and those of the agricultural institutions branch, in sub-group f) of Record Group 12 below).

c) Animal Production and Health Division [File inventories]

i) Animal Production Branch pre-registry subject files covering animal health, animal production and dairy matters, 1946-1958.

ii) Divisional registry files, 1957- .

iii) European Commission for the Control of Foot and Mouth Disease correspondence, minutes of meetings, reports, 1954-1964.

d) Plant Production and Protection Division /¯File inventories_7

i) Plant Production Branch pre-registry subject files covering crop production, crop production, crop protection, desert locust control matters, 1949-1958.

ii) Divisional registry files, 1958- .

iii) FAO Regional Locust Secretariat, Addis Ababa, 1956-1963.

e) Land and Water Development Division /¯File inventories_7

i) Land and Water Use Branch pre-registry subject files including Branch Chief's files covering soils, fertilizers, land use and conversation, water use, land tenure and settlement, agricultural engineering matters, 1946-1958.

(N.B. Land tenure and settlement, agrarian reform records subsequent to 1959 form part of Record Group 12, sub-group f).

ii) Divisional registry files, 1956- .

f) Agricultural Services Division

Registry subject files covering i.a. agricultural engineering, production economics and farm management, food and agricultural industries matters C.1960- /¯File inventory_7.

ADMINISTRATION AND FINANCE DEPARTMENT (Record group 11)

/¯Finding aid : Record Group Statement, RG 11_7

a) Office of Director, Administration Division and Assistant Director-General of the Department. Subject files, 1948-1970. /¯File inventory_7. Includes set of minutes of Administration (senior) staff meetings.

b) Personnel and Management Branch. Subject files covering employment transactions and policy on conditions of employment for the period that Headquarters was located in Washington, D.C., 1946-1950, /¯File inventory_7.

c) [Budget and] Administrative Planning Branch. Subject files covering salary scales, establishment and grading of posts, organizational structure, management surveys, budget procedures, and policy on conditions of employment; master Staffing Authorization records, 1946-1960, [File inventory].

d) Collection of administrative directives series including background papers 1946-   , [Index to FAO Administrative Memorandum, ETAP Memorandum, Mission Memorandum and Administrative Series, 1946-1965; card index to directives 1966 onward]. (N.B.: This collection does not include the FAO Administrative Manual, the records of which, from 1951 onward, are kept in Policy and Procedures Unit, Personnel Division).

e) Collection of master Staffing Authorization books, 1960-   .

f) Collection of series of periodic and ad hoc staffing lists and tables (e.g. geographic distribution, filed project personnel, lists of nationals, etc.); selected samples of post descriptions and vacancy announcements, 1947-   . 16mm microfilm and paper records. [List of series].

g) Personnel Branch/Division

   i) Subject files of Chief, Personnel Branch, 1951-1959. [File inventory].

   ii) Selected subject files of the Employment, Staff Services and Technical Assistance Sections of Personnel Branch, 1951-1967. [File inventories].

   iii) Personnel Division registry files containing policies, precedents and other background information relating to recruitment, conditions of service, establishment and grading of posts, staff training, etc., 1959-   . [File inventory].

   iv) Confidential personnel records (basic employment data) of separated staff members including FAO Interim Commission Staff 1943-   . 16mm microfilm and paper records. [Alphabetical card index].

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v) FAO Staff Pension Committee and Joint Health Committee files, 1951-1959. /‾File inventories_7.

h) Finance Branch/Division

i) Branch subject files covering i.a. financial and accounting procedures, banking arrangements, member government contributions, 1947-1960. /‾File inventory_7.

ii) Finance Division registry files, 1959-   . /‾File inventory_7.

iii) General ledgers, payroll records, cash books, treasury operations registers, working papers to final audited accounts. 16mm microfilm and paper records, 1946-   . /‾List of series; Accounts code manuals to General Ledgers_7.

iv) Provident Fund account summaries and records of changeover to UN Pension Fund, 1946-1950. 16mm microfilm.

i) Office of General Services/Administrative Services

i) Internal Services Branch subject files covering i.a. office space, buildings, equipment, staff facilities, purchasing procedures, 1951-1960.

ii) Collection of service contracts, telephone directories, file manuals and file listings for divisional registries, 1946-   . /‾List of series_7.

iii) Administrative Services Division registry covering i.a. Headquarters accommodation, building services, communications and records, contracts, purchasing services, insurances, staff facilities 1960- /‾File inventory_7.

ECONOMIC AND SOCIAL AFFAIRS DEPARTMENT (Record group 12)

a) Office of Assistant Director-General of the Department

i) Files of Head of Department, M. Ezekiel, relating to his special assignment for initial international contacts in setting up the Freedom from Hunger Campaign, 1958-1962.

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ii) Files of G. Blau, Director for Special (Economic) Studies including, i.a. proposals for multilateral commodity funds and market organizations, commodity studies, etc., 1962-1968, [File inventory].

b) Economics Division

i) Files of Director, H. Tolley, regarding work programme and budget of the Division, 1947-1949. [File inventory].

ii) Subject files of Director, A.H. Boerma, covering in particular organizational matters, relations with UN Regional Economic Commissions and other regional organizations and activities, 1951-1958. [File inventory].

iii) Selected files of Deputy Director, M. Ezekiel, and Administrative Officer relating to early technical assistance activities of the Division, 1952-1958. (N.B. Other records of the Division are located in RG 0, sub-group 51). Records of the Economic Analysis, Commodities and Statistics Branches of the Economics Division have been preserved with those of the corresponding successor Divisions in the sub-groups below.

c) Commodities (and Trade) Branch/Division. [File inventories]

i) Subject and chronological files of Branch Chief and Division Director, G. Blau, 1947-1962.

ii) Files of Commodity Policy Section relating to commodity trade, utilization of agricultural surpluses, and World Food Programme, 1954-1964.

iii) Divisional registry and pre-registry Branch subject files, 1948- .

iv) FAO Committee on Commodity Problems session documents, 1950-1966. 16 mm microfilm. [List of Documents].

d) Economic (Policy) Analysis Division. [File inventories].

i) Subject and regional files of Branch Chiefs/Division Director relating i.a. to reports on the state of food and agriculture, price support measures, early FAO regional conferences, 1948-1965.

ii) Subject files of Agricultural Development Analysis Branch including files of the FAO Africa Survey and other agricultural planning projects and surveys, 1958-1964.
(N.B. Related records are located in Record Group 13, sub-group b) and in RG 9, sub-group b)).

iii) Country and subject files of the Regional Analysis Branch, 1947-1962.

iv) Selected country files of Marketing Branch, 1960-1964.

v) Divisional registry files, 1962- .

e) Nutrition Division /‾Record Group Statement, file inventories_7.

i) Subject files of Director, W. Aykroyd, relating i.a. to relations with WHO and UNICEF, 1946-1958.

ii) Divisional registry and pre-registry files, 1946- .

iii) Subject files of Branch Chief, later Division Director, M. Autret relating i.a. to relations with UNICEF and WHO and to nutrition programme, 1950-1964, Fr.

iv) Chronological files of Regional Nutrition Officer for Central America and the Caribbean, 1952-1955.

f) Rural Institutions and Services Division /‾File inventories_7

i) Subject files of Director, R.N. Henry, relating to community development, 1952-1959.

ii) Subject files of Agricultural Institutions and Rural Welfare Branches of Agriculture Division (RG 10) covering agricultural research, extension, rural life, credit and cooperatives, 1951-1958.

iii) Divisional registry files, 1957- . Records relate to agricultural education, administration and research; cooperative credit, rural sociology, land tenure, reform and settlement.
(N.B. Records on the Rural Welfare Division, 1947-1951, are in RG 0, sub-group 39).

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g) Statistics Division [File inventories]

  i) Subject files of Branch Chief/Division Director, P. Sukhatme, relating i.a. to world agriculture censuses, statistical methodology, coordination of statistics with UN and other organizations, 1947-1960.

  ii) Selected subject files of Statistics Branch relating to early statistical training centres and internal coordination of statistics, 1946-1959.

  iii) Divisional registry files, 1951-
  (N.B. Early Branch records on various on-going activities were transferred to the Divisional registry when it was established in 1960, which accounts for the early beginning date of this series).

DEPARTMENT OF PUBLIC RELATIONS AND LEGAL AFFAIRS [OFFICE OF GENERAL AFFAIRS AND INFORMATION] (Record group 13).
(N.B. Records of the FAO Legal Office are located in RG 8).

a) General Secretariat. [File inventory]. Files of the Secretary-General relating inter alia to FAO Conference, relations with host government and other member governments and with FAO regional offices, 1951-1958.
(N.B. These records are continued in the registry series in b) iv) below; prior records are located in RG 0, sub-group 4 below).

b) Office of Assistant Director-General of the Department

  i) Chronological and office subject files of ADG, E. Glesinger, relating i.a. to FAO/Industry relations FAO magazine and other public relations initiatives, 1963-1969. [File inventory].

  ii) Records of the Mediterranean Development Project (Leader, E. Glesinger) including follow-up Survey for Financing, numbered working documents, minutes of meetings, interim and final country reports, overall report and reference material compiled in the course of the project, 1957-1967 [Inventory of files and documents series] Fr., Eng.

iii) Files of the registry serving the Office of ADG, Departmental administrative office, Conference operations and Protocol Branches containing i.a. records relating to membership in FAO, Conference and Council affairs, application of the provisions of the Headquarters Agreement, policy on relations with international organizations information and publications policy, 1951- . [File inventory].

iv) Selected working files of Conference affairs office, 1954-1959. [File inventory].

v) Collection of circular formal communications to member governments arranged in lettered series broadly reflecting the subject covered in the communication, 1948- . Fr., Eng., Sp. [Inventory of series].

c) Legislation Research Branch
Sample chronological series of letters, memoranda, notes, 1952-1969.

d) Information Division

i) Selected subject and chrono files of Directors covering, through 1957, also publications matters, 1949-1962. [File inventory].

ii) Files of Public Relations Officer to Director-General Sen documenting information and public relations policy of Dr. Sen, 1958-1967. [File inventory].

iii) Collection of newspaper clippings regarding FAO, arranged by subject, 1966-1972. [List of subjects].

iv) Collection of FAO Press Releases, 1951-1970, Fr., 1945-1971, Eng. 1951-1959 Sp.

e) Publications Division

i) Subject files of Director, 1957-1968.

ii) Catalogues of FAO publications, 1945-

FISHERIES DIVISION/DEPARTMENT (Record group 14)
[Record Group Statement, RG 14].

a) Office of Director/Assistant Director-General

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    i) Office files of Director, D.B. Finn, including notes on the establishment, functions and subsequent activities of the Fisheries Division, type-scripts of travel tapes, trip notes, 1945-1964. [Inventory of materials].
    ii) Office files of ADG, R. Jackson, containing chrono files, material on the structure and organization of the Fisheries Department and confidential correspondence with organizations, bodies and individuals, 1966-1971. [Folder inventory].
    iii) Central files of Fisheries Division (decimal classification), 1946-1957. [File inventory].
    iv) Divisional/Departmental registry files (alpha-numeric classification) 1958-   . [File inventory].

b) Central Administrative Office. Programme, budget and organizational files, 1953-1962. [File inventory].

c) Central Technical Assistance Office. Country, experts and selected project files, 1950-1957. [File inventory].

d) Biology, Technology and Economics Branches of Fisheries Division. Selected country, organizations and technical assistance files, 1947-1957. [File inventory].

e) European Inland Fisheries Advisory Commissions. Files covering establishment and initial activities of the Commission; correspondence of the Executive Committee, 1957-   . [File inventory].

f) General Fisheries Council for the Mediterranean. Proceedings of meetings and technical papers, 1953-1958. (N.B. Correspondence concerning the Council is in the Department registry files).

REGIONAL OFFICES AND FIELD MISSIONS (Record group 15).
(Original records transferred to HQ Archives).

Records of FAO Country offices, a number of which were established in the early 1950's, have unfortunately not been systematically preserved. Many records have been destroyed or dispersed in the course of office moves and changes of personnel. An attempt is under way, however, to locate reasonably intact collections which may nevertheless be preserved as samples of the coordination of FAO activities at country level.

a) Regional Office for Europe, Rome /‾File inventories_7.

   i) Files of Regional Representative, A.H. Boerma, containing correspondence with the Director-General and Deputy DG on organization of FAO work in Europe, Point IV and technical assistance, Headquarters site; chronological file, 1948-1951.

   ii) Director's office files relating to budget, activities and organization of ERO, 1946-1951.

   iii) Central registry files containing, i.a. correspondence of ERO with Geneva office, HQ offices, European National FAO Committees, European governments and organizations; FAO/UNRRA Field Service Division general and country files, 1946-1951. /‾Index to HQ/ERO memoranda series concerning establishment of FAO Headquarters in Italy_7.

   iv) Records of ERO administration and finance services containing i.a. audit reports, staff and salary lists, files on the liquidation of International Institute of Agriculture and International Forestry Centre, 1946-1951.

   v) Files on meetings organized by ERO; documentation and reports only, 1947-1951.

b) European Regional Office, Geneva /‾File inventory_7.

   i) Deputy Regional Representative's files containing inter alia session correspondence and documents of European Commission (Committee) on Agriculture and its Executive Committee and FAO European Regional Conferences; correspondence with Council of Europe and OECD, 1952- .

   ii) File inventories of inactive records of the Joint ECE/FAO Agriculture and Timber Divisions in Geneva covering the period 1947-1960.

c) Near East Regional office, Cairo /‾File inventories_7.

   i) Central registry files relating inter alia to the administration of the Office, relations with Host Government and local organizations, FAO technical programmes, projects and meetings in the region, 1957- .

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- ii) Collection of NERO files on miscellaneous subjects supplementing those of the registry, 1947-1964.

d) FAO Latin American Agricultural Statistics Office, Costa Rica. Correspondence with Headquarters and country files, 1948-1954.

e) FAO Liaison (Regional) Office for North America, Washington. /‾File inventories_7.

- i) Consultative Committee on Surplus Disposal subject files, 1949-1961.
- ii) NARO office files relating inter alia to relations with US government bodies, national and international organizations, public relations activities including Freedom from Hunger Campaign, US tax and related matters, 1951-1973.
- iii) LNOR central registry files, 1966-

f) Field Missions. /‾File inventories_7.
Records of the following FAO Country Offices or projects:
Iran Mission Office, 1955-1968
Israel Mission Office, 1951-1974
Bangladesh Second Hydrological Survey, 1962-1970
Venezuelan Guiana Pre-investment Survey on Forestry Development, 1963-1968
Peru Sea Fisheries Institute, 1960-
(N.B. See also country offices records in RG 0, sub-group 71 below).

FORESTRY DIVISION/DEPARTMENT (Record group 17)

/‾File inventories_7.

a) Office of Director, Forestry Division.

- i) Folder of Director, M. Leloup, on Comité International du Bois and International Forestry Centre; reports on international forestry collaboration, 1932-1953. Fr.
- ii) Office files of Deputy Director, later Director, E. Glesinger, covering principally cooperation with UN regional commissions and forestry activities at FAO regional offices, 1947-1954. (N.B. Records of

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the Mediterranean Development Project, of which E. Glesinger was leader, are located with his subsequent records in RG 13, Office of ADG. E. Glesinger's private papers kept in RG 21, not described in the present Guide.

b) Central divisional files relating inter alia to programme policy, FAO forestry committees and regional commissions. Includes also set of country files, 1947-1957.

c) Central ETAP (technical assistance) Office. Country, FAO Regional Offices and selected experts' files, 1949-1957.

d) Forest Management Branch files on International Chestnut Commission and International Poplar Commission for which FAO provided the Secretariats; latter records include country files, minutes of meetings, activity reports 1947-1957. Fr., Eng.

e) Forest Industries and Utilization Branch files relating i.a. to early pulp and paper work, wood chemistry panel, 1947-1956.

f) Divisional/Departmental registry files include, i.a., records of Regional Forestry Commissions, World Forestry Congresses, 1955-   .

SOUND RECORDINGS (Record group 18)

a) 33 1/3 rpm disc recordings of selected interventions at sessions of the FAO Preparatory Commission on World Food Proposals, 1946-1947. /‾List of interventions_7.

b) 33 1/3 rpm disc recording of FAO Director-General's intervention at UN General Assembly Committee II on World food proposals, 1947.

c) Magnetic tapes of FAO Conference Sessions Plenary Meetings containing opening ceremonies including chairman and Director-General's addresses, McDougall Memorial Lectures, presentation of awards; statements of newly admitted member countries' delegates, newly-elected Directors-General and chairmen of FAO Council.

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Interventions in languages which in the printed verbatim records appear in translation, are also preserved (e.g. Arabic, Chinese, German, Greek, etc.): 1951-1969 7½ speed, full track tapes; 1971- 3 3/4 speed, double track tapes. /¯List of tape contents_7.

d) Selected sample of 78 spm disc and 7½ speed taped interviews and reports produced by the FAO Radio Section relating to FAO's work and/or notable events in the Organization's history, 1949- . Fr., Eng., Sp. /¯Chronological list of tapes; Index of subjects, speakers, 1949-1961_7.

e) Magnetic tapes of the First and Second World Food Congresses (latter long-play) including plenary sessions, commission meetings, various interviews and speeches, 1963-1970. /¯Lists of contents_7.

f) Set of 7½ speed magnetic tapes full-track of the UN World Food Conference, including plenary sessions, commission meetings, press conferences, interviews, etc. 1974 /¯List of contents_7.

STAFF ORGANIZATION, ACTIVITIES AND STAFF/MANAGEMENT COMMITTEES (Record group 19)

a) FAO Staff Association and Staff Council.
   i) Subject files, minutes of meetings, collection of announcements, newsletters, etc. 1947- . Eng., It.
   ii) Records of the Ad Hoc Working Group on constitution of a staff organization, 1972.

b) Joint Advisory Committee (to the Director-General composed of his representatives, staff representatives and an independent chairman).
   i) Subject files of Chairman, complementing files of Secretary; complete set of documents including minutes of meetings, 1953-1959. /¯List of files_7.
   ii) Working papers, minutes and reports of JAC Working Parties on Rome Local Salary Surveys, 1959-1961, 1969-1970.

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c) Joint Health Committee correspondence; files on medical plans, 1951-1959.

d) Records of the Special Committee on Management/Staff Relations (Eng Committee). Correspondence, working papers, circulars, minutes of meetings, reports, 1970-1971. [List of files].

e) FAO Credit Union.
Statutes and Bylaws, annual reports, minutes of Board of Directors meetings, annoucements, office chrono, 1954-1962; members ledger çards, 1954-1959. 16 mm microfilm.

MEMORABILIA (Record group 20)

a) Freedom from Hunger Campaign stamp albums, medals, 1963-1965.

b) Collection of FAO Ceres medals.

c) Collection of FAO Money Albums.

d) Small number of miscellaneous items commemorating FAO anniversaries.

MATERIAL FROM FAO CENTRAL REGISTRY FILES, 1946-1959 (Record group 0)[3] [Finding aids : see 3rd paragraph below].

Records in this group have been arranged in numbered sub-groups reflecting the structure of the Secretariat, including sub-groups for Regional and Country Offices.

The sèries consist of selected items created and received by the organizational unit concerned, as such, or by its officers at director and branch chief levels.

A list of sub-groups, working lists of series and sub-series and a subject card index to important items within selected series constitute the finding aids.

It is felt that for the purpose of this Guide only the more important sub-groups and series need to be mentioned.

Series

Sub-group 1 - General Interest and Director-General

.0 Collection of notes, memoranda, reports and working papers, arranged by subject, on FAO programme, relation with and reports from governments, FAO regional organisation,

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3) See section Records Management, 46

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relations with the United Nations and the Agencies, 1945-1955; reports from member governments on food and agriculture in the country, submitted in accordance with Article XI of the FAO Constitution, 1945-1958.

.1 Director-General John Boyd Orr :
Chronological series of correspondence, memoranda, notes, writings, speeches, press clippings, photos, 1942-1948.

.2 Director-General Norris E. Dodd :
Chronological series of correspondence, memos, trip notes and reports, writings, speeches, press material, photos, 1947-1954.

.3 Director-General Phillip V. Cardon :
Chronological series of correspondence, memos, notes and speeches, 1954-1956.

.4 Director-General Binay Ranjan Sen :
Chronological series of correspondence, memos, notes, press clippings, 1956-1959. (N.B. Other records in RG 8 above)

Sub-group 3 - Consultants and Special Assistants

.1 Counsellor Frank Lidgett McDougall :
Chronological series of correspondence, memos, speeches, meeting notes, press material, writings, photos, 1925-1958. /‾Index to contents of sub-series_7. Papers reflect the shaping of policies and priorities for FAO's early activities, its position vis-a-vis UN and relationship with other international organizations. Pre-FAO papers concern inter alia post-war economic and social policies, international service and organization, preparation of Hot Springs Conference and FAO Interim Commission work.

.2 Director-General's Representative in Europe, S.L. Louwes :
Chronological series of correspondence, memos, notes, telegrams, speeches, press materials, 1945-1948.

.3 Editorial/Information Adviser to the Director-General and Regional Representative for North America, Gove Hambidge :
Chronological series of selected correspondence, memos, background notes, telegrams, speeches, 1945-1955.

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Sub-group 4 - General Secretariat

.1 Secretary-General, M. Veillet-Lavallée :
Chronological series of correspondence, memos, notes, telegrams, 1946-1959. (N.B. Other records in RG 13, sub-group a)).

Sub-group 5 - Programme and Budgetary Service

.1 Executive Officer for UN Liaison; Chief, Field Operations Liaison, Karl Olsen :
Chronological series of selected correspondence, memoranda and notes relating to early liaison with UN and agencies and to FAO's technical assistance programmes, 1946-1959. (N.B. Complementary records on field programmes are located in RG 9 sub-group d)).

Sub-group 11 - Director of Administration

.1 Director, Frank Weisl :
Chronological series of selected correspondence, memos, notes, 1948-1959. (N.B. Complementary records are located in RG 11, sub-group a)).

Sub-group 13 - Finance Branch

.2 Branch Chief, W.K. Mudie :
Chronological series of selected correspondence and notes, 1949-1959.

Sub-group 31 - Information Division

.0 Collection of FAO Progress Reports, information on FAO activities, 1947-1948.

Sub-group 39 - Rural Welfare Division

Chronological series of selected correspondence, memos, notes of the Division; records of Advisory Committees on Rural Welfare, 1947-1951. (N.B. Subsequent records on cooperatives, credit, land tenure and settlement are located in RG 12, sub-group f); those on home economics in sub-group e)).

Sub-group 41 - Agriculture Division

.0 Travel and activities reports; records of Advisory Committee on Agriculture and Work Group on Atomic Energy in Agriculture, 1946-1958.

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.2 .3 Director F.T. Wahlen and Deputy R.W. Phillips :
Chronological series of selected correspondence, memos, notes, speeches, 1946-1958.

Sub-group 51 - Economics Division

.1 .4 .5 Directors H. Tolley, A.H. Boerma and Deputy M. Ezekiel :
Chronological series of selected correspondence, memos, notes, 1946-1958.

Sub-group 57 - Nutrition Division

.1 Director, W. Aykroyd :
Chronological series of selected correspondence, memos, notes, statements, articles, 1941-1959.

Sub-group 61 - Fisheries Division

.1 Director, D.B. Finn :
Chronological series of selected correspondence, memos, notes, speeches, 1944-1957.

Sub-group 66 - Forestry Division

.1 Director, M. Leloup :
Chronological series of selected correspondence, memos, notes, speeches, 1946-1957.

Sub-group 70 - Special FAO Advisory Group to China
Correspondence, projects submission to the Government, Minutes of Meetings, reports, financial records, issuances, 1947-1949.

Sub-group 71 - FAO Country Missions
Selected correspondence to HQ, divided by country, 1946-1959. Includes also the records of special missions to Greece and Poland in 1946, 1947. (N.B. FAO Country Representatives reports to HQ are located in RG 9, sub-group d) v)).

Sub-group 90

FAO Preparatory Commission on World Food Proposals : 1946-1947. Includes Division Director statements, verbatim records of press conferences speeches of Commission members, press releases, documents, verbatim records, report.

Sub-group 91

Emergency Economic Committee for Europe (EECE). See RG 5 below.

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External archive groups

The following external groups are in FAO archives :

International Institute of Agriculture including International Forestry Centre, 1905-1946, Rome and Berlin (RG 1).

Combined Food Board, 1942-1946, Washington, D.C. (RG 2)

United Nations Conference on Food and Agriculture, 1943, Hot Springs, Virginia, U.S.A. (RG 3).

United Nations Interim Commission on Food and Agriculture, 1943-1945, Washington, D.C. (RG 4).

International Emergency Food Council, 1946-1947, Washington, D.C. (RG 5).

UN/FAO World Food Programme, Rome 1962- (RG 16).

Private archives of David Lubin, 1885-1919.

INTERNATIONAL INSTITUTE OF AGRICULTURE AND INTERNATIONAL FORESTRY CENTRE, 1905-1946 (Record group 1)

[Finding aids : Record Group Statement, RG 1; Series and folder Inventory].

Principal languages : IIA : French; IFC : French, German

Administrative history

In 1905 David Lubin, an American citizen, succeeded in getting the King of Italy interested in his idea of creating an international institute for agriculture. Shortly thereafter, at the request of the King, the Italian Government convened an intergovernmental conference at which, on 7 June 1905, the representatives of forty nations signed a Convention bringing the Institute into being.

The Institute began its work in 1908 following the inauguration of its Headquarters of the Villa Umberto in Rome, a gift of the King of Italy. The first session of the General Assembly of the Institute was held the same year.

Article 10 of the Convention set out the objectives of the Institute, which were :

i) to collect and disseminate as rapidly as possible information on crops and production, trade and prices of agricultural products, wages of agricultural workers, plant diseases;

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ii) to study matters relating to agricultural cooperation, insurance and credit;

iii) to submit proposals for the protection of the common interests of farmers and the improvement of their conditions.

The governing bodies of the Institute were the General Assembly with legislative powers and the Permanent Committee with Executive powers. A President and Vice-President of the Institute were elected from among the members of the Permanent Committee. A Secretary-General headed the technical and administrative services and served also as Secretary-General of the General Assembly and of the Permanent Committee.

By 1914 the Institute had 56 members, several of which were colonies or protectorates. Between 1914 and 1918 it had to reduce its activities but resumed them again in 1919.

In 1937 the International Forestry Centre was established in Berlin as a branch of the Institute subject to the supreme control of the latter's General Assembly, but with its own directing Committee, a President and Vice-President. The Centre began its work in 1939.

By 1939 the Institute had 68 members.

During the period of the Second World War the Institute and the Centre continued to operate on a greatly reduced scale, and in 1943 the Hot Springs (U.S.A.) Conference on Food and Agriculture voted to establish as soon as possible a United Nations Food and Agriculture Organization which would, inter alia, take over the work of the Institute. The Organization (FAO) came into being at the Quebec Conference in 1945.

In July 1946 the XVIth General Assembly of the Institute voted to dissolve the Institute, including the International Forestry Centre, and transfer its functions and assets to FAO. It nominated a Liquidation Commission for this purpose. A transfer ceremony took place at the Villa Umberto on 1 August 1946 and simultaneously the temporary European Office of the FAO was installed there.

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The Protocol for the dissolution and transfer which had been drawn up in March 1946 entered into force on 28 January 1948 after signature and ratification by 35 member governments of the Institute.

On 27 February 1948 the Permanent Committee, convened for the purpose, adopted the Final Act called for in the Protocol.

Presidents

Count Eugenio Faina	1908-1910
Marquis Raffaele Cappelli	1910-1920
Edoardo Pantano	1920-1924
Marquis Giorgio Guglielmi	1924-1925
Giuseppe De Michelis	1925-1933
Prince Ludovico Spada-Potenziani	1933-1935
Baron Giacomo Acerbo	1935-1943

Description of the Archives

The archives of the Institute and the International Forestry Centre have been treated as a single "fonds", the records of the Centre forming a sub-group therein. The material consists principally of correspondence, administrative records and selected statistical working data.

The records are divided into 22 sub-groups containing files arranged in chronological order of their beginning date.

The IIA Archives consist of 20.00 linear metres of records.

A complete collection of the Institute and the Forestry Centre's publications is in the David Lubin Memorial Library at FAO, where the private archives of David Lubin, described further on, are also kept.

Series

A. Creation of IIA and Royal Commission, 1905-1947.

Contains i.a. the records of the inter-governmental Conference of 1905, the Convention and correspondence and documents concerning the Royal Commission for Administration of Property assigned to IIA.

B. General Assemblies, 1908-1946.

Secretariat files relating to sessions of the Assembly. (N.B. Published proceedings of the Assembly are in the IIA collection, FAO Library).

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C. Permanent Committee, 1908-1947.
Correspondence with Governments and Permanent Delegates; minutes, verbatim records of Committee meetings, nominations of delegates.

D. Other Committees/Commissions of IIA, 1909-1946.
Includes international agricultural census commission, agricultural economics committee, finance commission, etc.

E. President, Vice-President, Secretary-General, 1909-1946.
Files of correspondence of and among the three officers relating i.a. to elections/appointments to the three positions, delegation of authority etc.

F. Legal and financial questions, Structure of IIA, 1908-1948.
Statutes, membership and contributions; privileges and immunities; internal organization and procedures.

G. Liquidation of IIA, 1943-1949.
Protocol, Final Act and related instrument; records of meetings of the Liquidation Commission; correspondence with Allied Commission, FAO, auditors, banks, staff of IIA; circulars, individual liquidation files of IIA personnel.

H. Personnel, 1912-1947.
Staff lists; files concerning social security scheme, welfare fund, taxes, salaries, status of non-Italian personnel, etc; individual personnel files of IIA staff.

I. Participation in work of League of Nations and affiliated organizations, 1918-1946. Includes files on relations with the League, International Labour Office; Joint IIA/ILO Agricultural Committee etc.

J. Correspondence and relations with other international and national organizations, 1912-1946.

K. Proposed international organizations, 1926-1939.
Correspondence relating to international organizations in the process of being established; e.g. coffee institute, animal production association, institute for agricultural engineering, etc.

L. International Forestry Centre, 1936-1948.
Comprises files of the Centre itself, IIA files relating to the Centre and files of mixed origin, marked accordingly. Includes documents and correspondence relating to creation

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of the Centre, meetings of its directive Committee, relations with member governments and with IIA, financial, personnel and administrative matters, move of the Centre and its library out of Berlin, dissolution and liquidation.

M. International Conventions, 1920-1941.

List of Conventions drawn up by IIA and correspondence relating to these.

N. Congresses, Conferences, Meetings, 1905-1947.

Approximately 400 correspondence files relating to meetings organizsed by IIA or in which the Institute participated.

O. Proposed Conferences and Meetings, 1932-1940.

P. Expositions and Fairs, 1928-1942.

Q. Programme and Activities in General, 1915-1946.

Consists largely of reports, pamphlets and articles published by IIA on the Institute and its activities, including those carried out during the world wars, and correspondence on the overall work programme.

R. Various Programmes and Activities, 1909-1946.

Includes inter alia files relating to the publications programme, the Library, various information and propaganda initiatives and reports on the work of the technical bureau. Other files concern substantive activities, e.g., desert locust control, industry pollution control, agricultural investment, cold storage industry, and a collection of statistical data, by country, on prices for agricultural products, 1920-1945 (16mm microfilm).

S. Visits, various commemorations and celebrations at IIA, 1920-1944.

Comprises inter alia correspondence, speeches, memorabilia, visitors books.

T. Files concerning David Lubin and members of his family, 1919-1948.

Correspondence regarding David Lubin's archives and commemorative initiatives.

U. Miscellaneous records, 1908-1948.

Includes correspondence with the Italian royal family, circulars issued by the Institute, telegrams addressed to Heads of State, newspaper clippings, photos.

V. Administration, 1908-1950.

Includes accounting books and microfilmed (16mm) accounting records, furniture inventories, correspondence with Rome municipal authorities.

COMBINED FOOD BOARD (Record group 2), 1942-1946.

/ Finding aid : Record Group Statement, RG 2; List of files 7
Principal language : English.

Administrative history

The combined Food Board was established by the President of the United States and the Prime Minister of Great Britain in June 1942 with headquarters in Washington, D.C. It was one of four civilian Combined Boards4) set up by the US and the UK to encourage production, facilitate the procurement and conserve the use of supplies from sources that remained available to the United Nations at that point of the war.

The Board presented recommendations to its member governments on allocation, production, procurement, and distribution of foodstuffs and related commodities such as seeds, fertilizers, and agricultural and food machinery.

In October 1943 Canada became a member, and the Board functioned as a tripartite body until 1946 when the conditions which gave rise to its creation had broadened into problems of post-war supply and trade directly involving many nations.

As a consequence of this, the Board was replaced on 1 July 1946 by the International Emergency Food Council (Record Group 5 below), whose establishment was decided at a meeting of representatives from 19 nations convened by the Board in June 1946.

The Board consisted of one representative from each of the three Governments. It dealt with broad questions of policy and organization, and reviewed recommendations from its commodty committees for submission to the three Governments. It had no executive or operating responsibility; authority for action rested solely with national agencies of the member governments.

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4) The other three Boards were the Combined Raw Material Board (CRMB), the Combined Production and Resources Board (CPRB), and the Combined Shipping Adjustment Board (CSAB).

Three Executive and three Deputy Executive Officers, nominated by their respective national Board member, directed and reviewed the work of the commodity committees and placed committee recommendation before the Board.

General administrative services were provided by the Secretariat, which was largely furnished by the US Departement of Agriculture and the US War Food Administration.

The Commodity Committees each consisted of a chairman appointed by the Board, three members appointed by the three governments, a Secretary and in some cases an Assistant Secretary appointed by the Executive officers. In a number of cases other allied countries took part in the Committees in which they are interested. The committees reviewed the various commodity situations on a continuing basis and formulated procurement and allocation recommendations for presentation to the Board. The commodity committees were as follows :

Agricultural and Food Machinery (Joint CFB/CPRB).
Beans and Peas (originally Dry Edible Legumes; Pulses).
Cereals (originally Cereals and Feeds).
Citric and Tartaric Acid.
Coffee, Cocoa and Spices.
Dairy and Poultry Products.
Essential Oils.
Fats and Oils.
Feeds (originally part of Committee on Cereals).
Fertilizers (Joint CFB/CRMB).
Fishery Products.
Fruits and Vegetables.
Meat and Meat Products.
Rice.
Seeds.
Sugar.
Tea (in London).
Tobacco.
Vitamins.

Other Committees such as the UK Agricultural Production Committee in London, the Special Joint Committee on Food Consumption Levels in the US, Canada, and UK, and the Advisory

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Committee on Dehydration, considered questions affecting the general food situation.

Description of the archives

The records of the Combined Food Board passed to the International Emergency Food Council on the establishment of the latter in July 1946. In December 1947, with the dissolution of the IEFC and the transfer of its function to FAO, the CFB archives together with the IEFC records passed into the custody of FAO. The CFB archives consist of 2.80 linear metres of records.

Sub-groups and Series

I. Meetings for the Establishment of the Combined Food Board (1 file), 1942.

II. Combined Food Board :
Agenda, Minutes of Meetings, Interim and final recommendations, 1942-1946
Correspondence of Board members, 1942-1946
Selected documents concerning composition and future of the Board, 1942-1945.

III. Executive Officers and Secretariat :
Minutes of Meetings, 1942-1946
Reports, statements, recommendations for the Board, 1942-1945
Procedural Issuances, 1943-1945
Correspondence and memoranda, 1942-1946
Numbered mimeographed series of selected incoming correspondence and memoranda, 1944-1946
Press Releases, 1942-1946
Committee on statistics and surveys, 1945
Minutes of Inter-Agency Committee Meetings, 1942-1943.

IV. Commodity Committees :
Minutes of meetings, selected inter-office communications, reports and correspondence (material arranged in alphabetical order of the Committees), 1942-1946.

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V. Other Committees :

UK Agricultural Production Committee - minutes of meetings, 1942-1943

Special Joint Committee on Food Consumption Levels in the US, Canada and UK - meeting documentation, reports, 1943-1944

Advisory Committee on Dehydration - correspondence, minutes of meetings, reports, 1942-1943.

VI. General Documentation :

Summary of CFB Allocations as of 30 June 1946 (USDA), 1946

Food Situation and outlook Reports, 1945

Middle East and North Africa Special Reports, 1943-1944

Progress Report June 1942 - December 1944, 1942-1944

London Food Council, 1944.

UNITED NATIONS CONFERENCE ON FOOD AND AGRICULTURE 1943 (Record group 3)

/ Finding aids : Record Group Statement, RG 3; List of files /.
Principal language : English.

Brief administrative history

The United Nations Conference on Food and Agriculture, convened by the United States Government at Hot Springs, Virginia in May 1943, brought together representatives of the forty-four nations that comprised at the time the United Nations and those nations associated with them in the war. It was considered by many the first of the peace conferences.

The purpose of the Conference was to exchange information on plans and prospects of the various countries regarding post-war production, import requirements and exportable surpluses of foodstuffs and other essential agricultural products. It also considered questions of nutrition, chronic surpluses, agricultural resources, labour, trade and prices of agricultural products.

The Conference produced a Final Act containing recommendations for national and international action on the above matters and establishing an interim commission charged with preparing a permanent international organization on food and agriculture.

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The organization of the Conference was that prescribed by the regulations drawn up by the U.S. State Department and adopted by the Conference. Briefly, it consisted of a President, Vice-President, a Secretary-General and the following four technical sections, three of which divided into committees :

Consumption levels and requirements
Expansion of production and adaptation to consumption needs
Facilitation and improvement of distribution
Recommendations for continuing the work of the Conference.

Description of the Archives

The records of the Conference, together with copies of some of the preparatory materials, were transferred in numbered folders to the Interim Commission in 1945 and passed into the custody of FAO when the latter was formally established in October of that year. In the absence of formal series, a description of the records by groups is given below.

The records cover the date period April 1943 - June 1944 and occupy 1.20 linear metres of shelving.

Series

i) Copies of communications despatched by the US States Department to the Washington missions of the invited Governments relating to agenda and arrangements for the Conference; and certified copies of delegation credentials.
ii) Executive Committee and Steering Committee : minutes of meetings, working instructions.
iii) Plenary sessions : verbatim minutes.
iv) Technical sections and committees : minutes of meetings, recommendations, reports.
v) Delegations material : reports and memoranda submitted to technical sections, statements.
vi) Journals (Contain accounts of proceedings of committee and section meetings).
vii) Press releases, photos, information pamphlets, press clippings, articles, post-Conference reports to legislative bodies (N.B. Collection of press releases contains text of invitation to and regulations of the Conference).

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UNITED NATIONS INTERIM COMMISSION FOR FOOD AND AGRICULTURE

(Record Group 4)

/¯Finding aids : Record Group Statement, RG 4; List of series and sub-series_7.

Principal language : English.

Administrative history

The Hot Springs Conference on Food and Agriculture held in May-June 1943 resolved that a United Nations Interim Commission on Food and Agriculture be set up immediately following the Conference for the purpose of formulating and submitting to governments :

i) a specific plan for a permanent organization in the field of food and agriculture;

ii) a declaration whereby each government recognized its obligation to raise the nutrition levels and living standards of its own people and to report to the other governments on action taken and progress achieved;

iii) proposals and reports deemed necessary to give effect to the recommendations of the Conference.

The Interim Commission was also to initiate preliminary statistical investigations and research into the problems with which the permanent organization would be concerned.

The Commission convened in Washington D.C. in July 1943. By 1945 it had submitted three major reports to member governments :

i) draft constitution with comments on the scope, functions and structure of the permanent organization;

ii) absorption of the International Institute of Agriculture;

iii) inclusion of forestry in the programme of the new organization.

The remainder of its reports and proposals were presented at the first meeting of the new organization.

With the convening of this First Session of the Conference of the Food and Agriculture Organization of the United Nations in October 1945 at Quebec, and the entry into force of the FAO Constitution on that occasion, the Interim Commission ceased to exist.

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Chairman of the Commission : Lester B. Pearson
Executive Secretary, 1943-1944, H.S. Piquet
1945 , G. Hambidge

The Commission was composed, in plenary, of representatives of the forty-four governments present at the Hot Springs Conference. It selected a Chairman, Vice-Chairman, an Executive Committee of eleven of its members presided over by the Chairman, and an Executive Secretary who directed the work of a secretariat.

Working committees and panels corresponding to the tasks of the Commission were set up as shown below. Their members were drawn from international scientific technical and professional circles.

Committee A - prepared the draft declaration called for in the Hot Springs resolution.

Committee B - prepared the draft constitution for the permanent organization. The Scientific Panel and Economic Panel of this Committee worked out the scope and nature of the functions to be assigned to the new organization, the structure and staff requirements and probable costs involved.

Committee C - established sub-committees which prepared the basic technical reports for the first meeting of the new organization.

Reviewing Panel - reviewed the work of Committee C, prepared a formal programme of work for the first year of the new organization.

Committee on Organizational Planning - prepared proposed administrative structure and procedures, conditions of service for personnel, financial regulations and a budget for approval by the first meeting of the new organization.

Secretariat - serviced the Committees, assembled background material for them and provided general administrative and public relations services.

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Description of the Archives

The records of the Interim Commission were processed under the archival system of arrangement in use in FAO until 1964 and described on page 4 of this Guide. The records were microfilmed after being processed and the originals destroyed. A small number of items and folders subsequently came to light and these have been preserved in their original form.

Paper series

Contains inter alia instruments of acceptance of the FAO Constitution received up to and including October 1945, last audit report and miscellaneous correspondence, notes, speeches etc. of Committee Chairmen, Executive Secretary and a few other members of the Secretariat.

Microfilmed records (8/16mm. reels)

The filmed records bear the number of their former FAO record group (96) they are arranged in the following sub-groups :

96.0 - General Interest
96.1 - L.B. Pearson (Chairman of the Commission)
96.2 - Interim Commission Secretariat
96.3 - Committee on Organizational Planning
96.4 - Committee on Forestry and Forest Products
96.5 - Technical Committee on Statistics
96.6 - Technical Committee on Agricultural Production
96.7 - Committee on Nutrition and Food Management
96.8 - Technical Committee on Fisheries

Sub-groups are divided into lettered series denoting the physical characteristics of the items (e.g. letters, memoranda, printed documents etc). Numbered sub-series identify subject content for specific correspondence.

Sub-group 96.0 contains records of full Commission meetings, of the Executive Committee, of Committees A, B, C and Panels. Reports to member governments, drafts of the FAO Constitution and comments thereon are also in this sub-group.

Sub-groups 96.3 through 96.8 contain only the numbered working documents and minutes of meetings on the Committees in question.

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INTERNATIONAL EMERGENCY FOOD COUNCIL, 1946-1947 (Record group 5)

[Finding aid : Record Group Statement, RG 5; List of files]
Principal language : English.

Administrative history

Following a recommendation of the Special Meeting on Urgent Food Problems convened by FAO in May 1946, the International Emergency Food Council was established at Washington, D.C. in June 1946 to replace the tri-government Canada/UK/USA Combined Food Board (Record Group 2 above). It was to function for the duration of the shortage of foodstuffs, initially until 31 December 1947. Nineteen governments joined the Council upon its establishment, and by the end of 1947, a total of 35 governments had become members.

The functions of the Council, essentially the same as those of the Combined Food Board, consisted in preparing agreed recommendations to member governments on the allocation, procurement and distribution of the foodstuffs and related agricultural material which had been placed on a Reserved Commodity List developed by the Combined Food Board. Authority for action on the Council's recommendations rested with the appropriate agencies of the member governments concerned.

During 1947 the supply situation for some of the commodities on the List improved to the extent that allocation controls for them were removed. Other commodities, however, (cereals, dairy products, meat, sugar, rice, pulses, seeds and fertilizers) still required controls into 1948. The Third Session of the FAO Conference in August 1947 therefore recommended that the Council be terminated at the end of December 1947 as planned, but that its functions in respect of the commodities remaining in short supply should be taken over by a committee to be placed under the newly established Council of FAO.

The International Emergency Food Council was accordingly dissolved on 31 December 1947, and its function and remaining commodity committees were transferred to the International Emergency Food Committee established by, and responsible to, the Council of FAO (Record Group 7, Part II b above).

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The Council comprised one representative from each member government, from FAO and from UNRRA. It dealt with broad policy questions of supply and distribution of commodities, terms of reference and membership of the commodity committees.

The Central Committee, composed of nine governments, the FAO and UNRRA representatives, approved the committees' recommendations for transmittal to the governments concerned.

The Secretariat consisted of the Secretary-General, appointed by FAO, and some party technical and clerical personnel who provided central administrative services and secretariats for the commodity committees. This latter function involved, inter-alia, the preparation of production, stocks and other data and suggestions for recommendations of committees.

The Commodity Committees, all of which had been transferred from the Combined Food Board, were : Argols and Tartaric Acid; Beans and Peas; Cereals; Cocoa and Spices (London); Dairy Products; Fats, Oils and Feeds; Fertilizers; Fishery Products; Fruits and Vegetables; Meat and Meat Products; Rice; Sub-committee for Southeast Asia (Singapore); Seeds; Sugar; Tea (London); Vitamins.

Description of the archives

The records of the IEFC were transferred to FAO in January 1948 following termination of the Council's existence and were used by the FAO Council's International Emergency Food Committee until the latter was discontinued in 1949. The records occupy 2.10 linear metres of shelving and cover the period June 1946 - December 1947.

Sub-groups and Series :

I. International Emergency Food Council :
Agenda, minutes of plenary meetings, recommendations and interim recommendations. Special Policy Committee - minutes of meetings and Report.

II. Central Committee :
Agenda, minutes of meetings, reports to the Council.

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III. Secretariat :

Secretary-General's Reports to the Council. Secretariat Communications to Council members. General correspondence and inter-office communications. Commodity correspondence and inter-office communications. Correspondence with FAO. IEFC documents series (selected correspondence and inter-office communications which were mimeographed and numbered). Organizational material (functional statements, procedural issuances, staff lists, rosters, etc.). Press releases, clippings, articles and speeches.

IV. Commodity Committees :

Minutes of meetings, working documents, selected correspondence and inter-office communications for each Committee (see list of committes above).

V. General Documentation :

Reserved Commodity list.

UN/FAO WORLD FOOD PROGRAMME, 1962- (Record group 16)
/‾Finding aid : Record Group Statement, RG 16; File inventory_7
Principal language : English

Brief administrative history

The world Food Programme was conceived as a means of utilizing food surpluses by channelling them in the form of food aid to economic development projects being carried out in the developing countries, and by distributing them in the case of catastrophes where emergency food aid was required. Control for their utilization was to be vested in the United Nations system. The creation of the Programme represented the culmination of many years' efforts to find some solution to the problem of surpluses that was acceptable to governments.

The Programme was established in 1962 by the UN General Assembly and the FAO Conference as a joint organ of the UN and FAO in which the member governments of both may participate. Every two years a conference is held at which governments so disiring pledge commodities, services or cash contributions to to the Programme. Types of commodities include cereals,

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legumes, animal products, oils and fats, sugar, coffee. Services pledged consist mostly of shipping and related transport facilities.

Commodities are distributed in response to requests from governments for food aid and in the form of projects for which signed agreements are drawn up between WFP and the recipient country. Emergency food assistance is provided under different procedures adapted to such situations.

A Committee on Food Aid Policies and Programmes (formerly the Intergovernmental Committee, IGC) is the directive body of WFP. It is composed of some 25 States members half of which are elected by UN Economic and Social Council and half by the FAO Council.

An Executive Director appointed jointly by the UN Secretary-General and the FAO Director-General leads the Secretariat which is located in Rome at FAO.

Until 1969 the Secretariat consisted of : Office of Executive Director, which inter alia insured administrative services. Programme Development and appraisal Division, which dealt with requests for development food aid and evaluated project results. Programme Operations Division, which arranged delivery of commodities and supervision of their use, and dealt with emergency aid. Division of External Relations and General Affairs, which inter alia arranged for meetings, publications and public relations in general.

In 1969 the Secretariat was reorganized as follows : Office of Executive Director, which took over the evaluation function. Programme Management Division, which planned the supply of both development and emergency aid and controlled proper use of it. Resources Management Division, which ensured availability of commodities and services pledged and arranged delivery of commodities requested. Division of External Relations and General Affairs, which took on also administrative services.

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Executive Directors

Addeke H. Boerma	1962-1967
Francisco Aquino	1968-1976
Thomas C. Robinson	1977
Garson N. Vogel	1977-

Description of the archives

The records of WFP consist almost exclusively of microfilmed documents of the directive body (IGC/CFA) and registry files arranged under the alpha-numeric coding system used by FAO, major series of which are listed below. The files consist largely of development food and project files and emergency aid case files. There is also a collection of shipping and insurance case files preserved as samples of these activities.

Sub-groups and Series

Registry file series, 1961- :

FP 1 Programme policy :
Includes files on pledgining conferences, IGC meetings, future of WFP, rules and regulations etc.

FP 2 Transportation (formerly Liaison with Cooperating Bodies) :
Until 1970 the series covered correspondence with other organizations, FAO Regional and Country Offices, as well as correspondence with transportation agencies and insurance companies. From 1970 onward the series was limited to files relating to transportation matters.

FP 3 Pledges and contributions :
Correspondence with donor countries; files on food aid conventions and other supply items.

FP 4 Commodities :
Files on the various commodities handled and procedures for purchase of commodities.

FP 5 Missions, projects, emergency food needs, files arranged in country sub-series, one file per project and sub-files for evaluation records.

FP 6 Publicity and public relations.

FP 7 Studies :
Correspondence relating to preparation and printing of substantive studies requested by IGC on various respects of food aid.

FP 8 Staff tours and trips :
Files, by name, include reports.
FP 9 Financial matters :
Series contains correspondence on periodic financial statements and reports.

DAVID LUBIN ARCHIVES (Kept by the David Lubin Memorial Library)

[Finding aids : General index; name and subject index]
Principal language : English

Biographical sketch

David Lubin was born near Cracow in 1849. His family emigrated to the United States when he was a child and he became an American citizen. He left school at the age of 12 earning a living at various jobs across the United States, but by 1884 was the head of the biggest department store and mail order house on the Pacific Coast. He then turned to growing wheat and cultivating orchards, and soon organized the California Fruit Growers' Exchange.

A man of wide interests and dynamic purpose, he launched a number of far-reching political and economic proposals whose adoption by the authorities of the United States and other countries he relentlessly pursued. Among these were proposals relating to export premiums on farm produce, ocean freight rates, cooperatives, rural credit, pure food, an International Confederation of Democracies, trade development in the Mediterranean Basin, etc.

His experience as a farmer and grower attempting to market his produce revealed the vulnerable position of the farmer in the economic arena and led to his idea for an international commercial organization of agriculture. In 1904 he succeeded in interesting the King of Italy in the proposal. Following this the Italian Government convened an international conference in Rome which adopted a Convention establishing the International Institute of Agriculture.

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As the United States delegate to the Institute for some years, he worked tirelessly toward making the Institute a source of timely information on the quantity and quality of crops in the various countries of the world, and an effective tool by which farmers could combat their exploitation by industrial and trading companies, trusts and cartels.

He simultaneously pursued his other interests, in particular that of founding an international parliament to maintain world peace.

David Lubin died in Rome on 1 January 1919 in the influenza epidemic.

Description of the archives

David Lubin kept his archives at his office in the International Institute of Agriculture where they remained until FAO took temporary custody of them in 1946. In 1947 they were formally donated by his family to the David Lubin Memorial Library of FAO, where they are open for use.

The collection consists of bound volumes of correspondence (including some with his family), notes, speeches and articles largely in typescript form, divided by subject; albums of press clippings related to his activities; photographs connected with the Institute. The material is arranged as follows :

Correspondence, notes, speeches, articles, 1885-1919

Part 1. - International Institute of Agriculture :
Vols. I-VIII : 17 sections relating inter alia to the founding of IIA, reports of the American delegate and relations with American Embassy and State Department, activities and administration of the Institute.

Part 2. - Rural Credit and Marketing Organization :
Vols. I-XII : 12 sections containing propaganda letters and correspondence with and relating to the Select American Commission of enquiry into rural credit in Europe.

Part 3. - Special Matters :
Vols. I-VII : 13 sections relating inter alia to "etheconomics", ocean freight rates, marketing of agricultural produce by parcel

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post, pure food, farm credits-open accounts, stock breeding, Italian war situation, International Confederation of Democracies, Jewish writing.

Part 4. - Miscellaneous :

Vols. I-XII : 17 sections of miscellaneous correspondence with his family and various groups; e.g. labor and farm leaders, U.S. Officials, Russia, Mrs. Agresti (his assistant and biographer).

Newspaper clippings, 1885-1918

Eighteen albums, 24 x 34 x 2.5 cm. Clippings relate to Lubin's projects and activities or to matters in which he was interested. Clippings are arranged generally in chronological order.

Photographs

Small number of photographs recording anniversaries or important gathering at the Institute, a number of which bear no identification.

Pamphlets

Copies of printed pamphlets containing, inter alia, Lubin's proposals for ocean freight rates, an International Confederation on Democracies.

Other reference sources available

FAO David Lubin Memorial Library (for the description of the David Lubin Papers cf. above).

GENERAL AGREEMENT ON TARIFFS AND TRADE (GATT)

Address : Centre William Rappard
154, rue de Lausanne
CH - 1211 Geneva 21
Telegraphic address : GATT GENEVE
Telex : 28787 GATT CH
Telephone : 31.02.31
Opening hours : Monday to Friday, from 9 a.m. to 1 p.m. and from 2 to 6 p.m.
Working languages : English, French, Spanish.

Agreements and ratifications are held by the Office of the Director-General; printed archives are kept by the Library, correspondence files by the Registry; Personnel files are kept by the Personnel Section, part of the Administrative and Financial Division.

There is no public access to correspondence files. The printed archives are in principle open to researchers with the exception of certain restricted documents. No special policy is applied concerning copyright.

A reading room may be used by the public and photocopies in small quantities may be made. Orders for microfiches can be accepted for documents which are not restricted.

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Brief administrative history

The General Agreement entered into force in January 1948. The number of Contracting Parties has risen from the original 23 to the present figure of 84; a further 27 countries also apply its rules in their trade.

GATT's rules govern the trade of member countries and the conduct of their trade relations with one another. The contractual rights and obligations which it embodies have been accepted voluntarily, in their mutual interest, by the member countries. Overseeing the application of these rules is an important and continuing part of GATT's activities.

GATT is also a place where countries negotiate and work together for the reduction of trade barriers, in pursuit of its constant and fundamental aim of the further liberalization of world trade. In successive multilateral negotiations in GATT, obstacles to trade have been progressively reduced.

The first Executive Secretary (later Director-General) of GATT was from 1947 to 1968 Sir Eric Wyndham White. Mr. Olivier Long has been Director-General from 1968 to the present.

There is an extensive bibliography of publications on the history and functions of GATT which may be consulted in the library. There are no publications on the archives of GATT.

Description of the Archives

Legal instruments deposited with the Director-General by the Contracting Parties, 9 linear metres. (Protocols, Decisions and Reports of the Contracting Parties to GATT are published annually in "Basic Instruments and Selected Documents" which contains a cumulative index).

Correspondence files, 52 linear metres.

Printed archives (languages used : English, French and sometimes Spanish), 150 linear metres plus 4000 microfiches.
Finding aids : index; annual list of all documents issued.

INTER-GOVERNMENTAL MARITIME CONSULTATIVE ORGANIZATION (IMCO)

Address : 101-104 Piccadilly
London W1V OAE
United Kingdom

Telegraphic address : INMARCOR LONDON W1

Telex : 23588

Telephone : 01-499-9040

Opening hours : Monday to Friday, 9 a.m. to 5.30 p.m.

Working languages : English and French

Three different units are responsible for archival material : the Registry (Common Services Section of the Administrative Division), the Library (also part of the Common Services Section) and the Legal Division. They are treated separately below under the heading "Description of Archives", where the question of access is also treated.

Brief administrative history

The Maritime Conference of the United Nations, held in Geneva in 1948, resulted in a Convention which came into force (and IMCO into being) on 17 March, 1958.

The aims of IMCO are to provide machinery for co-operation among governments on technical matters affecting international merchant shipping and to ensure that the highest possible standards of safety at sea and of efficient navigation are achieved; to prevent pollution of the sea caused by ships and other craft operating in the marine environment; to encourage removal of hindrances of international shipping services. IMCO is responsible for convening international maritime conferences and for traffing international maritime conventions.

The Assembly (every two years) elects the Council. There is also a Maritime Safety Committee consisting of all the Members, which has several technical sub-committees. There are, in addition, a Legal Committe, a Maritime Environment Protection Committee, and a Technical Co-operation Committee.

Description of the Archives

Registry Archives

"In the last five years there have been only three requests for access, one of which was for access to the microfilmed material."

Series :

(1) Microfilms (original files destroyed) :

Spools	Contents	Period covered
1-5	IMCO Correspondence	1958-59
6-8	" "	1959-60
9	" "	1960-61
10-12	" "	1959-60
13-14	Chronological Files	1962
15-16	Credentials and Registration Forms	1959-63
17-18 (Vols. 1-10)	Corrections to Summary Records	-
18 (Vols. 11-13)	Credentials for Maritime Safety Committee	-
19	Part of IMCO Registry Files	1959-62

(2) Original Files :

Registry files, mostly from 1961-73, but including one file on "Buoyage" dated September 1959 and one on Non-Governmental Organizations covering January 1959 to April 1961.

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Legal Division

The question of access to the records, other than by staff of the Legal Division, has not arisen.

Series :

Original instruments of acceptance of all conventions for which IMCO is the depository organization.

The originals of those conventions, as well as of the Headquarters Agreement, the Leases of the Headquarters buildings, etc.

Credentials and registration forms for international conferences and meetings, including sessions of the Assembly, the Council, the Maritime Safety Committee and other committees of the Organization.

Library (printed archives)

IMCO publications are not normally requested by visitors, except (occasionally) to examine a book before deciding to purchase it from the Publications Section in the Conference Division. Access to the IMCO documents is permitted, with certain safeguards, to visitors. Photocopying has been permitted from time to time but this is not a regular policy.

Series :

IMCO documents. The Library contains two sets of all IMCO documents. About 70 % relate to technical matters, the rest covering legal or administrative questions (Note : Master copies of IMCO documents are also kept by the Documents section of the Conference Division).

IMCO publications. The Library contains one copy of every IMCO publication.

INTERNATIONAL AGENCY FOR RESEARCH ON CANCER (IARC)

N.B.: In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-Book of International Organisations (1977 edition) and from information supplied by WHO.

Address : 150, cours Albert Thomas
F - 69008 Lyon Cedex 2
Telegraphic address : UNICANCER
Telex : 380023
Telephone : 75.81.81

Brief administrative history

In 1965, the Eighteenth World Health Assembly decided to establish an International Agency for Research on Cancer, which is financed by the participating states, each making an equal annual contribution. The Agency is controlled by a Governing Council composed of a representative from each participating state and the Director-General of WHO. There is also a Scientific Council of 12 members, selected for technical competence and appointed in rotation. Subject to the general authority of the Director-General of WHO, IARC is headed by a Director.

The principal fields of research are environmental biology in relation to cancer causation, and cancer epidemiology.

INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)

Address : Kärntnerring 11
Vienna
Austria
Postal address : P.O. Box 590
A - 1011 Vienna
Telegraphic address : INATOM WIEN
Telex : 12645 atom a
Telephone : 52.45.11
Opening hours : Monday to Friday, 8.30 a.m. to 5.30 p.m.
Working languages : English and French

The Central Registry is responsible for the classification, indexing, distribution and filing of all incoming and outgoing correspondence. It maintains and develops a Registry Subject Classification System. The files of the Central Registry are sent to Archives when no longer active. On this occasion, finding aids - such as indexes - are also sent to Archives.

The Library is responsible for the printed archives (all printed documents and publications issued by the Agency, including periodicals, pamphlets, scientific reports, etc. concerning atomic energy).

The Film Library has a collection of 587 titles on the peaceful uses of nuclear energy. Films are loaned upon request to Member States of the Agency. The Film Library is responsible for the maintenance of its holdings.

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The Sound Library is responsible for the recording, maintenance and preservation of the proceedings of the General Conference and Board of Governors meetings as well as of those of various other meetings held by the Agency.

The Central Registry receives copies of correspondence of the International Centre for Theoretical Physics, Trieste, and the International Laboratory for Marine Radioactivity, Monaco. Both institutions, however, maitain their own archives.

Access to IAEA archives is open to its officials and for official use only. However, the Deputy Director General for Administration will determine upon request and on an ad hoc basis whether access to the Archives should be granted to persons outside the Agency.

Copyright rules : IAEA publications are covered by the Austrian national copyright laws and through them by any applicable international conventions. All IAEA publications on sale bear the following symbol together with a short legend : "© IAEA, 19.." "Permission of reproduce or translate the information contained in this publication may be obtained by writting from the IAEA, Kärntnerring 11, A-1011 Vienna, Austria." This is not used in most publications distributed free of charge (such as information brochures about the Agency), nor in the documents of any Agency organs. Request for reproduction of unpublished materials should be submitted to the Deputy Director General for Administration, who will determine on an ad hoc basis whether permission should be granted.

If permission is granted to outside persons to consult archives, IAEA facilities - reading room, xerox copying, tape recorder, microfilm and microfiche reader can be used.

Administrative history

The International Atomic Energy Agency (IAEA) came into being in Vienna, Austria, on 29 July 1957. Its main objectives are to "seek to accelerate and enlarge the contribution of atomic energy to peace, health and prosperity throughout the world" and to "ensure so far as it is able, that assistance provided by it or at its request or under its supervision or control is not used in such a way as to further any military purpose." 78

Before the creation of the IAEA many attempts were made to establish an international authority to control and develop the use of atomic energy.

In November 1945, the heads of government of the USA, UK, and Canada met in Washington D.C. and issued an "Agreed Declaration on Atomic Energy", which proposed the setting up of a commission under the United Nations that would prepare recommendations for "entirely eliminating the use of atomic energy for destructive purposes and promoting its widest use for industrial and humanitarian purposes".

In December 1945, the Foreign Ministers of the USA, UK and USSR agreed on a resolution to be introducted at the UN General Assembly. The resolution was passed in January 1946, thus creating the United Nations Atomic Energy Commission (UNAEC). Although reports by the UNAEC "Baruch Plan" were passed by the Security Council and the General Assembly, the Commission reached an impasse and was dissolved by the General Assembly in 1952.

On 8 December 1953, President Eisenhower addressed the UN General Assembly and proposed the establishment, under the aegis of the United Nations, of an international agency which would devote its activities exclusively to the peaceful uses of atomic energy.

On 4 December 1954, the General Assembly unanimously passed an "Atoms for Peace" resolution expressing the hope that such an agency would be established without delay.

Work of the drafting of a statute for the agency begun in April 1955. On 23 September 1956 the draft was submitted to the Conference on the Statute of the International Atomic Energy Agency, which was convened at the United Nations headquarters in New York. After a final revision, the Statute was unanimously approved on 23 october 1956 and signed on 26 October 1956.

The Statute Conference appointed a Preparatory Commission of eighteen States to make arrangements for the first session of the Agency's General Conference and for the first meeting of the Board of Governors of the Agency and to carry out other preparatory work needed to bring the Agency into operation.

The Preparatory Commission elected Carlos Bernardes (Brasil) as its President, and Pavel Winkler (Czechoslovakia) as Vice-President, and appointed Dr. Paul R. Rolles (Switzerland) as Executive Secretary. It met in New York until 20 August 1957, when it transferred its seat to Vienna to supervise preparations for the first session of the General Conference and the first meetings of the Board of Governors.

The International Atomic Energy Agency came into being when on 29 July 1957 the USA deposited its instrument of ratification of the Statute. The IAEA's First General Conference elected the members of the Board of Governors - the executive organ of the Agency.

With the establishment of the Board of Governors, the mandate of the Preparatory Commission was discharged and it ceased to exist.

The General Conference also approved the appointment of W. Sterling Cole as Director General of IAEA for a term of four years. On 1 December 1961 Dr. Sigvard Eklund was appointed as Director General of the Agency.

The International Atomic Energy Agency is an intergovernmental organization. Although autonomous, IAEA is a member of the United Nations System. IAEA fosters and encourages, guides and advises upon the peaceful uses of atomic energy throughout the world. It organizes meetings, publishes books, establishes safety standards for all sorts of nuclear activity, prepares feasibility and market studies, operates three laboratories and applies safeguards to nuclear materials in more than sixty countries to ensure that they are used only for their intended peaceful purposes.

IAEA advises governments on atomic energy programmes, awards fellowships for advanced study, arranges the loan of equipment, finances research and acts as an intermediary in arranging the supply of nuclear materials. It also advises Member States on the physical protection of nuclear materials. The work of IAEA is carried out in close co-operation with many other organizations, both national and international.

The three main organs of the Agency are : The General Conference, the Board of Governors, and the Secretariat.

The General Conference. The Member States of IAEA - in 1977 there were 110 - meet once a year. The General Conference reviews the work of the Agency, gives guidance on future programmes, approves applications for membership, approves reports to United Nations organs and elects Members of the Board of Governors. The Agency's annual budget is submitted to the Conference for approval.

The Board of Governors, is the executive organ of the Agency. It considers all major questions, including applications for membership and the Agency's programme of work. The annual budget and report require its approval as well as that of the General Conference. Under its own authority, the Board approves all safeguards agreements, important projects and safety standards. It is composed of 34 Government representatives.

The Secretariat, is headed by the Director General, who is responsible for the administration and implementation of the Agency's programme. The Director General is assisted by five Deputy Directors General, each Head of a Department (Administration, Research and Isotopes, Technical Assistance and Publications, Technical Operations, Safeguards). A scientific Advisory Committee of twelve distinguished scientists give advice on scientific and technical matters to the Director General. The Secretariat also makes great use of the advice of experts in the various fields of nuclear technology. About 40 advisory groups on specific problems meet each year.

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Description of the Archives

The archives unit is the repository of all inactive official records produced or received by the Agency. It has appropriate methods and standards for retirement, retention and preservation of official records. Holdings originate from two sources : the Central Registry's files and the Departmental files.

IAEA Archives presently hold approximately 1580 linear metres of records. These records cover all aspects of activities of IAEA from its creation until the present time.

Registry Archives

The Central Registry files (approximate volume : 300 linear metres) are arranged according to the Registry Classification system, which is set out below, under the heading Series. This basic system is broken down into sub-classes, groups and sub-groups at a later stage. Finding aids : In the Registry Archives this system is maintained and locational codes are used in the first hand for identification. For the retrieval of more detailed information the Central Registry card indexes are used. (Each communication processed is indexed according to country of origin, organisation, sender and date, except those from the organisations of the United Nations Family, which are not indexed according to country of origin). Registration is carried out in English.

Series

Administration and Management (Administration of IAEA; headquarters planning; services and facilities; transportation and travel; communications and records).

Data Processing (Administration of the IAEA Computer Program; nuclear data; computer applications in life sciences, agriculture and hydrology; computer applications in physical sciences and nuclear power and reactors).

Technical Assistance Project Personnel (administrative management of experts).

Finance (general; IAEA budget; contributions; insurance; banks and banking; administrative and operational expenditures; financing of fellowships and technical assistance; salaries and allowances).

Information (public information : program; public information: activities; public relations; press; audio-visual information; conferences, symposia and seminars).

IAEA laboratories (administration; standardization and calibration; determination of environmental radioactivity; methods of analysis; laboratory training; research and experimental work).

Legal matters (internal organization; external relationship; cooperation agreements; legislation and legislative research in the atomic field; IAEA staff matters; liaison and exchange of information; research agreements; miscellaneous contracts; claims and other legal matters).

Organization (liaison with governments and external representation; organizational structure and responsibilities; relationship with other organizations; meetings and representation; protocol).

Personnel matters (personnel administration; personnel practicies and procedures; liaison and cooperation with other organizations; recrutement and appointment of staff; secondment, loan and transfer of staff; consultants and cost-free experts; social security and welfare; staff relations).

Research contracts.

Safeguards and inspection (application of IAEA safeguards; application of safeguards to nuclear facilities; relationship and cooperation; safeguards and inspection techniques; administration of safeguards).

Nuclear Science and Research (general programme; training; international cooperation; special programmes; nuclear power and reactors; nuclear safety and environmental protection; physical sciences; life sciences; food and agriculture).

Scientific and Technical Information (general; international nuclear information system INIS; liaison and cooperation; Library; IAEA publishing services; IAEA publications).

Technical Assistance (IAEA participation in UNDP; operation and machinery of UNDP; coordination of responsibilities and liaison with participating and cooperating organizations; technical assistance under UNDP; country projects*).

Departmental Archives

The Departmental Archives consist of records accumulated in various offices.

Though Central Registry exercises control to a maximum extent over the original and official communications within the Agency - by sending to individual staff members only xerox copies of communications - in certain justified cases this control function is delegated to the sections.

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* Case files plus Computer.

Another reason for accumulation of records in the offices is that the inter-office communications do not always find their way to Central Registry.

As the result of these practices, offices create and maintain their own archives. Though these archives do not always contain original records, the manner of filing them often justifies their preservation. The major identification aspect of these files is the office of origin.

Finding aids : (The date of retirement for each group of records is regulated by an extensive inactive records retention schedule). At the time of retirement a detailed inventory list of files received is written. The Inactive Records Roster includes the name of the transferring unit, the staff member's name, titles and inclusive dates of files. On the top of each list the code number of the transferring unit is quoted, the disposal date is affixed and a locational number is given. Files having the same disposal dates are shelved together, irrespective of their office of origin. However, the Inactive Records Rosters are filed by the coding system. Records foreseen for permanent preservation are stored in a special area. Besides the above described system an additional subject card index is maintained. With the help of this index the location of every file - dealing with the same subject within the permanent archives area - can be quoted at a glance.

Series*

THE DIRECTOR-GENERAL'S OFFICE (Secretariat of the Policy-Making Organs).

DEPARTMENT OF TECHNICAL ASSISTANCE AND PUBLICATION

Office of the Deputy Director-General (Program Co-ordinating Section).

Division of Publications (Director's Office; Publishing Section; Printing Section).

Division of Technical Assistance (Director's Office; Asia and the Pacific Section; Middle East and Europe Section; Africa Section; Latin America Section; Fellowship and Training Section; Experts Section; Equipment Section).

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* Some of the Sections enumerated here are further broken down into Units.

DEPARTMENT OF TECHNICAL OPERATIONS

Office of the Deputy Director-General; Peaceful Nuclear Explosions Service Unit.

Division of Nuclear Safety and Environmental Protection (Director's Office; Radiological Safety Section; Waste Management Section; Nuclear Safety Section).

Division of Nuclear Power and Reactors (Director's Office; Reactor Engineering Section; Advanced Nuclear Power Technology Section; Nuclear Materials and Fuel Cycle Section).

Division of Scientific and Technical Information (Director's Office; INIS Section; Computer Section; Library).

DEPARTMENT OF ADMINISTRATION

Office of the Deputy Director-General; Office of the Internal Audit and Management Services.

Division of Budget and Finance (Director's Office; Finance and Accounts Section; Program and Budget Section; Contracts Administration Section; Travel Unit; Commissary and Restaurant Accounting).

Division of General Services (Director's Office; Security Unit; Engineering and Maintenance Services Section; Purchases and Supply Services Section; Registry Section; Special Services Section; Transportation and Staff Services Section).

Division of External Relations (Office of the Assistant Director-General; Protocol and Liaison; Interagency Affairs Section; Liaison Office, U.N., New York, and IAEA Office in Geneva; Public Information Section; Conference Service Section; Interpretation Section).

Division of Languages (Director's Office; Co-ordinating Office for the Translation Sections; English Translation Section; French Translation Section; Russian Translation Section; Spanish Translation Section).

Legal Division.

Division of Personnel (Director's Office; Personnel Section; Joint IAEA/UNIDO Medical Section).

Staff Association Bureau.

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DEPARTMENT OF RESEARCH AND ISOTOPES

Office of the Deputy Director-General.

Joint FAO/IAEA Division (Director's Office; Soil Fertility; Irrigation and Crop Production Section; Plant Breeding and Genetics Section; Animal Production and Health Section; Insect and Pest Control Section; Chemical Residues and Pollution Section; Food Preservation Section).

Division of Life Sciences (Director's Office; Medical Applications Section; Dosimetry Section; Radiation Biology and Health-related Environmental Research Section).

Division of Research and Laboratories (Director's Office; Physics Section; Industrial Applications and Chemistry Section; Nuclear Data Section; Isotope Hydrology Section; Agency's Laboratories; International Laboratory of Marine Radioactivity, Monaco; International Centre for Theoretical Physics, Trieste).

DEPARTMENT OF SAFEGUARDS

Office of the Deputy Director General; Section for standardization and administrative Support.

Division of Development and Technical Support (Section for System Studies); Section for Development of Instruments, Methods and Techniques; Section for Technical Services).

Division of Operations (A : Far East Section; North America Section; Africa and Latin Section. B : EURATOM Section; Central and Northern Europe Section; South and South-East Section).

Division of Safeguards Information Treatment (Section for Data Processing Development; Section for Data Processing Operation; Section for Data Evaluation Services).

Other reference sources available

The Library, the Film Library and the Sound Library (see above, p. 70).

INTERNATIONAL BUREAU OF EDUCATION (IBE)

Address : Palais Wilson
CH-1211 Geneva 14
Telegraphic address : INTEREDUC GENEVE
Telex : 22644
Telephone : 31.37.35

Questions relating to archives should be addressed to the Administrateur. The records have not been organised for outside consultation and there are virtually no finding aids; some files have been retained in the services responsible and other sent to a central storage point.

Brief administrative history

Established in December 1925 as an international non-governmental organisation, the Bureau became on inter-governmental organisation by Statutes signed on 25 July 1929 and was integrated with UNESCO on 1 January 1969; it provides the information component for UNESCO's programme for improvement of education system. After an initial set of studies on educational innovations, IBE launched the International Educational Reporting Service in 1974.

INTERNATIONAL CENTRE FOR ADVANCED TECHNICAL AND VOCATIONAL TRAINING

N.B. In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-Book of International Organisations (1977 edition) and from the reply to the 1974 questionnaire for the preliminary study.

Address: Via Ventimiglia 201
I - Turin
Italy
There is a London Office (87/91 New Bond Street, London WIY-9LA)
Telegraphic address: INTERLAB TORINO
Telex: 21449
Telephone: 633.733 - 633.863
Opening hours: Monday to Friday, 8 a.m. to 12 noon; 1 to 5 p.m.
Working languages: English, French

Access to the Centre's archives is subject to the usual restrictions for confidential material. Applications are treated on their merits.

Brief administrative history

The Centre was created in 1963 by the Governing Body of the International Labour Office as an autonomous entity within the ILO, in co-operation with the Italian Government, as an essential component of the total United Nations development co-operation effort. Its purpose is to provide advanced training for directors in charge of technical and vocational institutions; training officers engaged in technical and vocational activities, senior and middle-level managers in private and public industrial, agricultural, and commercial enterprises; trade union leaders; vocational instructors and technicians.

Description of the archives

Records, amounting to some 1,800 linear metres, relate to training, research, and administrative activities from 1965 (and sometimes earlier) onwards.

Records relating to the creation of the Centre may be consulted in the archives of the International Labour Office.

INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

N.B.: In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-Book of International Organisations (1977 edition) and from the reply to the 1974 questionnaire for the preliminary study.

Address : International Aviation Square
1000 Sherbrooke St W
Montreal, Quebec H3A 2R2
Canada
Telegraphic address : ICAO MONTREAL
Telex : 524513
Telephone : 285.8219
Opening hours : Monday to Friday, 9 a.m. to 5.50 p.m.
(in summer : 8.30 a.m. to 4.30 p.m.)

Bonafide scholars have access to the Archives; special restrictions govern, however, access to records created by the following offices : Personnel, Policy, Establishment, Project and Medical.

Brief administrative history

The Convention on International Civil Aviation was signed at Chicago on 7 December, 1944. A Provisional international Civil Aviation Organization functioned from 6 June, 1945, to

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4 April, 1947, on which date the ICAO came into being. The organisation is active in different fields of civil aviation such as air navigation, air transport, legal matter, technical assistance.

Description of the archives

The volume is 125 linear metres. App. 30 linear metres have been destroyed and replaced by microfilm on 337 reels of 16 mm film. The archival service also keeps printed archives and collections (e.g. photographs and maps).

The Central Secretariat exercises no archival control whatsoever over the regional offices (in Mexico, Bangkok, Neuilly-sur-Seine, Cairo, Dakar and Callao).

External archive groups

International Commission on Air Navigation (not yet classified or listed) and Provisional International Civil Aviation Organization (classified and listed).

INTERNATIONAL COURT OF JUSTICE (ICJ)

N.B.: In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the reply of the 1974 questionnaire from the preliminary study.

Address : Peace Palace
2517 Kj The Hague
Netherlands
Telephone : 070 - 39.23.44
Opening hours : Monday to Friday, 9 a.m. to 1 p.m. and
2.30 to 6 p.m.

Description of the archives

The Registry archives, total approximately 300 linear metres; they are not open to research.

External archive groups

(a) The archives of the Permanent Court of International Justice (1920-1945) are not open to research. Important archival material concerning the setting up of the Court and its administration is, however, to be found in the League of Nations Archives.

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(b) The archives of the Nuremberg International Military Tribunal (kept in the Library of the Court) are "open to members of the public, on written application to the Registrar".

INTERNATIONAL INSTITUTE FOR LABOUR STUDIES (IILS)

Address : 4, route des Morillons
CH - 1211 Geneva 22
Telegraphic address : LABINST GENEVE
Telex : 22271
Telephone : 99.61.11
Opening hours : Monday to Friday, 9 a.m. to 12 noon; 2 - 5 p.m.
closed on official holidays (enquire in advance)
Working languages : English, French

Archives have not as yet been constituted; applications to consult the records would be dealt with on an *ad hoc* basis. Files relating to the origins and creation of the Institute remain in the custody of the International Labour Office.

Brief administrative history

The Institute was set up in 1960 as an international centre for advanced education and research in the labour field. Its responsibilities include education for leadership responsibility in labour and social policy, research and conferences on emerging trends in social policy in industrial relations fields.

INTERNATIONAL LABOUR OFFICE (ILO)[1]

Address : 4, route des Morillons
CH-1211 Geneva 22
Telegraphic address : INTERLAB GENEVE
Telex : 22.271
Telephone : 99.61.11
Opening hours : Monday to Friday, 9 a.m. to 12 noon; 2 - 5 p.m.
closed on official holidays of the Office
(enquire in advance)
Working languages : English, French, Spanish

The Records Management and Communications Section is responsible for the archives : the Registry unit for active files, and the Archives unit for records retirement and archives.

The Director-General's Office and the Personnel Department are responsible for their own files, which are periodically transferred to the archives.

Archives are normally open to outside researchers subject to the following exceptions :

"(i) files containing records less than ten years old;
(ii) files marked "confidential", and files and other records transferred from the Director-General's Office;

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[1] The International Occupational Safety and Health Information Centre (CIS) and the International Social Security Association (ISSA), for archives purposes, remain part of the ILO.

(iii) files other than those in (i) or (ii) containing correspondence with governments or organisations or individuals which, if opened to external consultation, might result in embarrassment either to the ILO or to the government, organisation or individual concerned."

In exceptional cases, special access may be granted to records not open to normal access.

In granting access to ILO archives or supplying copies of texts from its archives, the International Labour Office makes no guarantee that the reproduction or publication of such texts will not infringe copyright. To take the necessary precautions in this respect is the responsibility of the person to whom access is granted or copies are furnished.

Researchers can work in one of the arthives offices. A coin-operated copying-machine and a microfilm reader are available.

Brief administrative history

The International Labour Organisation was created in 1919 by the Paris Peace Conference in organic relation with the League of Nations; on the dissolution of the League in 1946 it entered into an Agreement with the United Nations, becoming the first specialised agency associated with that body. In one fundamental respect, the Constitution of the ILO, originally forming Part XIII of the Treaty of Versailles, differentiated it from the League and continues to differentiate it from the United Nations. Whereas in the General Assembly and Councils of the United Nations, as in the similar organs of the League, only the governments are represented, in the Conferences and Governing Body of the ILO, the governments, employers, and workers of member states are represented. In vertue of this tripartite composition, which is reflected in the meetings of almost all its deliberative bodies, the ILO is unique among international organisations.

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The International Labour Office (the secretariat, executive agency, and publishing house) began to function in 1919 in London and was transferred in July 1920 to Geneva, where it has continued to operate, except for a period during and immediately after the Second World War when the working centre was transferred to Montreal.

The main duties of the Office may be briefly summarised : to organise, compile reports and provide secretarial services for the International Labour Conference, the Governing Body and other conferences, meetings and committees, and to prepare the first drafts of international labour standards and promote their effective application; to assemble and disseminate information, and to undertake research and enquiries and publish their results; to implement operational programmes and carry out technical co-operation projects.

List of ILO executive heads

Albert Thomas - Director from 1920 to 1932
Harold Butler - Director from 1932 to 1938
John Winant - Director from 1939 to 1941
Edward Phelan - Director-General from 1941 to 1948
David A. Morse - Director-General from 1948 to 1970
Wilfred Jenks - Director-General from 1970 to 1973
Francis Blanchard - Director-General since 1974

Bibliography

Recent works :

Alcock, Anthony : History of the International Labour Organisation. The MacMillan Press Ltd., London and Basingstoke, 1971.

Johnson, G.A. : The International Labour Organisation, its work for social and economic progress. Europe Publications Ltd., London, 1970.

Morse, David A.: The origin and Evolution of the I.L.O. and Its Role in the World Community. Cornell University, Ithaca, 1969.

Articles on the archives :

Johnston, G.A. : The Archives of International Organisations, with special reference to the ILO. Journal of the Society of Archivisits, Vol. 4 No. 6 (October 1972). pp. 506-520.

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The International Labour Organisation. The New Guide to the Diplomatic Archives of Western Europe. Edited by Daniel H. Thomas and Lynn M. Case University of Pennsylvania Press, /_1975_/; pp. 389-393.

Description of the archives

Files are normally classified in series by subject matter. Nevertheless, it has been deemed necessary to have file series for general relations with, amongst others, national, international (governmental and non-governmental) organisations, the United Nations and the specialised agencies.

Principal languages used in the records are, in order of frequency : English, French, Spanish, and, mainly before 1938, German.

Decentralisation is in force principally for Personnel Department and Director-General's Office files; a general process of decentralisation of management of current records is in its early stages.

It is not possible to indicate the volume of the archives with precision; constitution of the archives, much in arrears, is normally a continuous process, and the exact proportion of active and inactive files which will be transferred to archives can not yet be determined. Nevertheless, an estimate is possible. Collections of all kinds in Geneva (ILO Headquarters) and field units now amount to some 5115 linear metres. After the elimination process, the archives would probably total about 1740 linear metres, and on microfilm, some thousand reels (30m x 16mm). Taking into account the yearly foreseeable increase of the number of files and of those which will reach the archives, the minimum yearly growth of archives is estimated at 20 linear metres.

Archives files contain correspondence relating to ILO activities since 1919. A certain number of files of ephemeral value have been destroyed. Many (active) files, principally concerning technical cooperation activities, were lost in 1966 as a result of a fire in an ILO annex. The earliest archives of the ILO consist of papers of the Organizing Committee set up immediately after the adoption of the Constitution to prepare the first session of the Conference (Washington, October-November 1919).

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It is planned to draft a guide and a general inventory; at present, only Registry-type indexes are available; they are used by archives staff to trace records for research.

The following are illustrations of records groups included in the archives :

(1) files relating to sessions of the Conference and Governing Body which contain correspondence with governments and employers' and workers' delegates or representatives, credentials of delegates, reports, minutes of committees, and other records;

(2) Albert Thomas papers, almost all relating to the work of the ILO, and files and other papers of the Director-General's Office transferred to the archives after the resignation of Harold Butler and the retirement of Edward Phelan;

(3) some ten thousand periodical reports of ILO Branch Offices and National Correspondents relating to over fifty countries from 1920 to 1965, including a wealth of unpublished matter of an economic and social nature;

(4) series of files on technical cooperation in developing countries, concerning hundreds of projects and programmes, classified by country and functionally arranged in relation to the main activities of the ILO;

(5) more than 200 files on problems arising during and as a result of the Second World War and the study of post-war reconstruction projects, national (plans made by certain countries) as well as international (plans made for instance by inter-allied organs with a view to future international organisation, both technical and political), including the ILO role in such activities.

The archives also hold a collection of the special Swiss postage stamps for the outgoing mail of the International Labour Office and stamps issued by various countries in honour of the ILO and its activities, about two hundred photographs, and some medals and other memorabilia.

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External archive groups

About 45 linear metres of records of the International Labour Office, Basle, for the period 1890-1919 and of the International Association for Labour Legislation, 1900-1925; printed archives of the above organisms and of the International Association for Social Progress (founded in 1925) for the period 1890-1934.

The International Association for Labour Legislation, founded in 1901, set up in Basle on 1 May 1901 an "International Labour Office", entrusted with research and publication functions; the Association ceased to exist independently when in 1925 it merged with the Permanent Committee for Social Insurance (founded in 1889) and the International Association for the Struggle against Unemployment (founded in 1910) to form the International Association for Social Progress.2)

These records consist of printed matter, some 150 to 200 correspondence files, and a small number of other items.

The printed matter includes publications of the International Association for Labour Legislation and its International Labour Office (see above), including the Bulletin which was the predecessor of the ILO Legislative Series; some reports of the International Association for Social Progress; publications of other international organisations such as the pre-FAO International Institute for Agriculture, the International Association for the Struggle against Unemployment, the Inter-Parliamentary Bureau (now Inter-Parliamentary Union); and national publications from many countries on labour legislation, industry, working conditions, the economy etc.

The files are of outstanding interest and contain first-hand information on conditions of work and steps envisaged for their improvement, with correspondence with persons who later worked closely with the ILO.

Other items consist mainly of pictorial records.

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2) See also ALLEN, A.M. : Sophy Sanger - A Pioneer in Internationalism (Glasgow, University Press, Robert Maclehose and Co Ltd., 1958).

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Archives held elsewhere

The League of Nations archives hold a mixed group, the Refugee Group (or Nansen group), in which are the files opened by the Secretariat of the League up to 1924 on questions relating to refugees and used by the International Labour Office from 1925 to 1929, during which year the ILO was in charge of those questions, together with the files opened by the ILO during that period, after which the services of the High Commissioner returned to the Secretariat of the League.

Other reference sources

Printed and other published material may conveniently be consulted in the ILO library.

In view of the close connection between the International Labour Office and the League of Nations, from 1919 to 1946, the League archives may usefully be consulted in certain cases.

INTERNATIONAL MONETARY FUND (IMF)

Address : 700 19th Street, N.W.
Washington, D.C. 20431
United States of America
Telegraphic address : INTERFUND
Telex : (RCA) 248331 IMF UR
(ITT) 440040 FUND UI
(WU) 64111 INTERFUND WSH
Telephone : 202.477.7000
Opening hours : Monday to Friday, 9 a.m. to 5.30 p.m.
Working language : English

The archives of the Fund are maintained by the Records Division, Secretary's Department, within three categories; (1) the Central Files, consisting of policy and substantive correspondence, memoranda, and related documents arranged by a subject classification scheme ; (2) the master files of minutes and all documents series of the Executive Board and its Committees and the Board of Governors and its Committees, maintained by series and document number (as well as one or two "working" or loan sets, as appropriate), and two copies of all publications and issuances, both serial and ad hoc, produced by the Fund in all languages in which they were issued; (3) designated series of retired decentralized files deemed

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to have archival or long-term value, which are maintained in their original arrangement in the records depository (e.g., personnel folders of separated personnel, technical experts, and participants in training programs; fiscal ledgers; basic statistical reports from member countries, etc.).

Only publications, press releases, and other material prepared for public use are available to the public. In addition to printed basic documents, such as the Articles of Agreement and the By-Laws and Rules and Regulations, and ad hoc published reports, the important policy decisions of the Executive Board of the Fund, formal reports of the Executive Directors or the Managing Director to the Fund's Board of Governors, Resolutions of the Board of Governors and Communiqués of its ministerial and deputies' committees, are published in the fund's Annual Reports of the Executive Directors and Summary Proceedings of the Annual Meetings of the Board of Governors; Executive Board policy decisions in effect and related material as well as landmark Board of Governor's resolutions are cumulated in the compilation, Selected Decisions of the International Monetary Fund and Selected Documents.

The Fund's title, abbreviation, flag, and emblem are protected by Article 6ter of the Convention of Paris for the Protection of Industrial Property, as revised at Lisbon. There is no copyright on Fund publications.

Brief administrative history

Established on December 27, 1945, when the Articles of Agreement signed at Bretton Woods, New Hampshire, on July 22, 1944, came into effect. The Inaugural Meeting of the Board of Governors was held in Savannah, Georgia, in March 1946, and the first meeting of the Executive Directors was held May 6, 1946.

On May 31, 1968, the Board of Governors approved a proposed amendment to the Articles of Agreement for the establishment to a facility based on Special Drawing Rights (SDRs) in the Fund and for modification of certain rules and practices of the Fund. The amendment became effective on July 27, 1969, and the Special

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Drawing Account became operative on August 6, 1969. Under the amended Articles two separate accounts were established in the Fund : a General Account through which the Fund carries on most of its operations and transactions as authorized under the original Articles, and a Special Drawing Account for transactions and operations involving Special Drawing Rights, which were allocated to participant countries to serve as a supplement to gold and foreign exchange as a component of their international reserves.

On April 30, 1976, the Board of Governors approved a proposed second amendment to the Articles of Agreement for reform of the international monetary system. This amendment entered into force on April 1, 1978. Under this amendment, the General Account became the General Department and the Special Drawing Account became the Special Drawing Rights Department.

The purposes of the International Monetary Fund are :

(i) To promote international monetary cooperation through a permanent institution which provides the machinery for consultation and collaboration on international monetary problems.

(ii) To facilitate the expansion and balanced growth of international trade, and to contribute thereby to the promotion and maintenance of high levels of employment and real income and to the development of the productive resources of all members as primary objectives of economic policy.

(iii) To promote exchange stability, to maintain orderly exchange arrangements among members, and to avoid competitive exchange depreciation.

(iv) To assist in the establishment of a multilateral system of payments in respect of current transactions between members and in the elimination of foreign exchange restrictions which hamper the growth of world trade.

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(v) To give confidence to members by making the general resources of the Fund temporarily available to them under adequate safe-guards, thus providing them with opportunity to correct maladjustments in their balance of payments without resorting to measures destructive of national or international prosperity.

(vi) In accordance with the above, to shorten the duration and lessen the degree of disequilibrium in the international balances of payments of members.

Managing Directors

Camille Gutt, 1946-51
Ivar Rooth, 1951-56
Per Jacobsson, 1956-63
Pierre-Paul Schweitzer, 1963-73
H. Johannes Witteveen, 1973-78
J. de Larosière, 1978-

Bibliography

Articles of Agreement of the International Monetary Fund, 1978, viii + 132 pp. (English, French, and Spanish).

Establishment of a Facility Based on Special Drawing Rights in the International Monetary Fund and Modifications in the Rules and Practices of the Fund; a Report by the Executive Directors to the Board of Governors Proposing Amendment of the Articles of Agreement, 1968, vi + 80 pp. (English, French, and Spanish).

Gold, Joseph, Voting and Decisions in the International Monetary Fund; an Essay on the Law and Practice of the Fund, 1972, xii + 368 pp.

Gold, Joseph, The Stand-By arrangements of the International Monetary Fund; a Commentary on their Formal, Legal, and Financial Aspects, 1970, xii + 295 pp.

The International Monetary Fund, 1945-1965 : Twenty Years of International Monetary Cooperation.
Vol. I : Chronicle. By J. Keith Horsefield, 1969, xvii + 663 pp.
Vol. II : Analysis. By Margaret G. de Vries and J. Keith Horsefield with the collaboration of Joseph Gold, Mary H. Gumbart, Gertrud Lovasy and Emil G. Spitzer, 1969, xviii + 621 pp.
Vol. III : Documents. Edited by J. Keith Horsefield, 1969, vii + 549 pp.

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The International Monetary Fund, 1966-1971 : The system Under Stress.
Vol. I : Narrative. By Margaret G. de Vries, 1976, xxii + 699 pp.
Vol. II : Documents. Edited by Margaret G. de Vries, 1976, viii + 339 pp.

International Monetary Reform; Documents of the Committee of Twenty (Board of Governors, Committee on Reform of the International Monetary System and Related Issues), 1974, viii + 253 pp. (English, French, and Spanish).

Jucker-Fleetwood, Erin, The Per Jacobsson Literary Inheritance, Kyklos. International Review for Social Sciences, 1966, fasc. IV, pp. 724-731.

Proceedings and Documents of the United Nations Monetary and Financial Conference, Bretton Woods, New Hampshire, July 1-22, 1944 (U.S. Department of State Publication 2866, International Organization and Conference Series I,3. Washington, D.C., U.S. Government Printing Office, 1948).
Vol. I : Proceedings and Documents Issued at the Conference, ix + 1126 pp.
Vol. II : Appendixes, iii + pp. 1129-1808.

Proposed Second Amendment to the Articles of Agreement of the International Monetary Fund; a Report by the Executive Directors to the Board of Governors, 1976, iv + 356 pp. (English, French, and Spanish).

Reform of the International Monetary System; a Report by the Executive Directors to the Board of Governors, 1972, vii + 78 pp. (English, French, and Spanish).

Selected Decisions of the International Monetary Fund and Selected Documents, 8th Issue, May 10, 1976, xix + 279 pp. (English, French, and Spanish).

Description of the archives

The records cover the period from the inception of the Fund in 1946 to the present. They are composed of originals or record copies.

With respect to the three categories of archives mentioned above (page 96f.) :

(1) For the Central Files, there is the subject classification scheme, which is supplemented by a card index to collateral subject matter in correspondence and memoranda.

(2) (a) The Executive Board series of documents are fully indexed by subject. For the period 1946-1958 the index covering all series is on cards; however, separate indexes to the minutes have been printed for 1946-52 and 1953-58. From 1959, a cumulative index covering all Executive Board series has been

printed periodically (approximately three times a year) and cumulated in three-year periods, except for the first period which covers six years, 1959-64. There are also annual numerical lists to most series of documents.

(b) An annual subject index has been prepared for the documents of each Annual Meeting of the Board of Governors. A numerical list of documents for general distribution is also prepared annually.

(c) A separate subject index has been prepared for the series of staff technical studies; this is cumulated semiannually to cover a period of from six to ten years. All subject indexes are prepared by the Records Division.

(3) Access to the archival series retained in the records depository is through the retirement accession reports which are arranged according to originating department, thereunder by division or office. Where applicable, folders in these series are interfiled alphabetically by individual or by country and then chronologically, or, where otherwise appropriate, arranged in annual blocks and thereunder alphabetically by country. Accessions of subject files of department heads are maintained in date order; a list of folder headings is attached to each accession report.

The total volume of archives is estimated to be 1,110 linear metres. Audio-visual material, i.e., tapes of proceedings of Annual Meetings of the Board of Governors and its Committees and various other meetings, and the photographic archives (still pictures) amount to approximately 26 linear metres. Microfilm reels (negative) of Executive Board and Board of Governors documents and of certain financial archives are retained away from headquarters for security.

In addition to the Central Files, described above, departments and offices of the Fund and their subordinate units maintain decentralized files for working and information purposes. The Central Files receives on a current basis information copies of substantive correspondence (the original being sent to the action department), and the initialed record copies of outgoing letters. Communications concerning administrative matters, personnel, statistics, requests for publications and information, and similar housekeeping and other routine and repetitive material are generally maintained solely by the offices concerned, except where they concern policies and precedents which justify their eventual inclusion in Central Files. Basic archival records, such as formal correspondence concerning membership and quotas, appointments of Governors, etc., are deposited directly in the Central Files or are sent there immediately after action. Originals of correspondence regarding Fund transactions and operations are sent to the Central Files as soon as action is completed; in the interim, Central Files holds information copies for reference. Executive Board and Board of Governors documents, internal issuances, and internal memoranda are also received currently for inclusion by subject in the Central Files. Decentralized files held in the immediate offices of the Managing Director, the Deputy Managing Director, the Secretary, and the Special Representative to the United Nations are transferred to the Central Files periodically, generally within one or two years, or as subject case files are closed; this material is immediately screened to dispose of drafts, ephemeral memoranda, and duplicates, so that originals can replace copies in Central Files, and additional significant policy memoranda and communications can be promptly integrated in the files. Thus, the Fund's archives are maintained on both a current and an historical basis.

Inactive files of departments and offices of the Fund are retired periodically to the records depository maintained by the Records Division. An overview of records throughout the Fund is obtained from an inventory prepared by each office under the guidance of the Records Division at three-to five-year intervals. This information is supplemented by services offered by the Records Management Unit in revamping or installing files systems on request from offices, by an annual files equipment survey by the Records Division, and by clearance of requests for new equipment. Retired files of most directors of departments are held for the long term in the records depository, chiefly to provide backup in the event of possible inadvertent loss of or damage to Central Files material and for "last-resort" reference. Other retired general and subject files are screened before disposal to extract papers of archival value for inclusion, if needed, in the Central Files.

Archives kept elsewhere

Records of the negotiations leading to the establishment of the International Monetary Fund and of the International Bank for Reconstruction and Development at the United Nations Monetary and Financial Conference held in Bretton Woods, New Hampshire, U.S.A., July 1-22, 1944, may be found in the archives of the United States Government (Treasury and State Departments and The National Archives) and the United Kingdom Public Record Office, as well as in the national archives of some other participating countries. Copies of some of the documents of the U.S. Government are held in the archives of the International Monetary Fund.

Other reference sources available at the IMF

Joint Bank/Fund Library.

INTERNATIONAL TELECOMMUNICATION UNION (ITU)[1]

Address : Place des Nations
CH-1211 Geneva 20
Telegraphic address : BURINTERNA GENEVE
Telex : 23000/23000a uit ch
Telephone : (national) (022) 99.51.11
(international) (22) 99.51.11
Direct dialing number to the chief of the archives service : (22) 99.51.21 or 99.51.25.
Opening hours : Monday to Friday, 8 a.m. to 12 noon, and 1.30 p.m. to 5.30 p.m.
Working languages : English, French, Spanish, Russian

The Union's archives are kept by the Archives, Communications and Microfilm Service, part of the Secretary-General's Office.

The service is responsible for

- the archives, including diplomatic instruments, as well as

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[1] Formerly the Bureau international des administrations télégraphiques from its establishment in 1868 until 1908 (Lisbon Conference), then until 1934 (Madrid Conference, 1932) the Bureau international de l'Union télégraphique.

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printed archives,
archives in the form of sound recordings and photographs, and the personal files of deceased or retired officials;

- all types of correspondence : mail, diplomatic pouch, telex, routing and indexing;
- the establishment of filing systems for current files, though staff shortage has so far precluded the setting up of a proper records management unit;
- the microfilm workshop used by the organisation as a whole, both for internal purposes (salary records, files, documents, security film) and outside (sale of microfiches of out-of-stock documents and publications) needs.

In the ITU there is not a registry in the proper sense, for two reasons :

- a "historical" reason, so to speak, that from 1950 units were accustomed to holding their own files;
- a reason of circumstance, that from 1968 to 1972, with a view to rationalisation, daily mail registration procedures were reformed (cf. the administrative history below).

But the archives service, coupled as it is with the correspondence and microfilm units, is in the privileged position of having all papers come under its control, from creation to final disposal.

The policy governing access to the archives is the following : with the exception of certain categories (in particular personal files of officials), ITU archives are open to public consultation 30 years after the date of the most recent paper on a file.

Application for waiver of this rule should be addressed to the Secretary General of the Union.

Copyright arrangements are under study, with particular reference to microfiches of documents and publications.

The ITU archives service contains a reading room on the 13th floor of the tower (new building). Facilities at the disposal of searchers include a reader/printer for 16 mm. and

35 mm. roll film and microfiches (COSATI, 60 images). A photocopying machine is available. The microfilm workshop has

2 cameras,
an automatic developer,
2 apparatus for making microjackets,
2 machines for making diazos,
3 readers

Administrative history

Set up in Paris in 1865 and based in Berne from 1868, the ITU is the oldest of the international organisations.

It was the invention of the telegraph in the first half of the 19th century which at once made felt the pressing need to regulate and plan the use between countries of this new method of communication. Several regional conventions were signed, and in 1850 the Austro-German Telegraph Union came into being, followed in 1855 by the Western European Telegraphic Union. The provision which these two unions had in common were incorporated in 1865 in the text setting up the Union télégraphique internationale, the first title of the body later to become the International Telecommunication Union.

It should, indeed, be borne in mind that the ITU, a technical organisation, has undergone a development in its functions and structures governed in effect by technological developments, but such apparent change has not affected its full continuity.

From its origins until 1947 the organisation was placed under the control of the Swiss Confederation, which appointed its senior officials, in particular the director (from the Swiss telegraph administration), and advanced the funds needed to run the organisation. Invention of radiotelegraphy at the end of the 19th century led to the creation of the Union radiotélégraphique internationale, with the Bureau télégraphique de Berne for secretariat (Berlin Conference, 1906). We thus have two organs with separate budgets but the same secretariat, producing separate though often overlapping archives.

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This state of affairs lasted until 1932, when the two Conferences, meeting simultaneously in Madrid, decided upon merger of the two Unions in a single *Union internationale des télécommunications*, accompanied none the less by three distinct sets of regulations, one for the telegraph, one for the telephone, and one for radiocommunication.

The major turning point in the administrative history of the ITU was in 1947, when as a result of the decisions of its Atlantic City Conference the organisation left Berne for Geneva and became a specialised agency associated with the United Nations.

Under the terms of the Convention, the role of the Union is to :

a) to maintain and extend international cooperation for the improvement and rational use of telecommunications of all kinds;

b) to promote the development of technical facilities and their most efficient operation with a view to improving the efficiency of telecommunications services, increasing their usefulness and making them, so far as possible, generally available to the public;

c) to harmonize the actions of nations in the attainment of those ends.

To this end, the Union shall in particular :

a) effect allocation of the radio frequency spectrum and registration of radio frequency assignments in order to avoid harmful interference between radio stations of different countries;

b) coordinate efforts to eliminate harmful interference between radio stations of different countries and to improve the use made of the radio frequency spectrum;

c) coordinate efforts with a view to harmonizing the development of telecommunications facilities, notably those using space techniques, with a view to full advantage being taken of their possibilities;

d) foster collaboration among its Members with a view to the establishment of rates at levels as low as possible consistent with an efficient service and taking into account the necessity for maintaining independent financial administration of telecommunication on a sound basis;

e) foster the creation, development and improvement of telecommunication equipment and networks in developing countries by every means at its disposal, especially its participation in the appropriate programmes of the United Nations;

f) promote the adoption of measures for ensuring the safety of life through the cooperation of telecommunication services;

g) undertake studies, make regulations, adopt resolutions, formulate recommendations and opinions, and collect and publish information concerning telecomunications matters.

Structure of the Union

The Union shall comprise the following organs :

1. the Plenipotentiary Conference, which is the supreme organ of the Union;
2. administrative conferences;
3. the Administrative Council;
4. the permanent organs of the Union, which are :
   a) the General Secretariat;
   b) the International Frequency Registration Board (I.F.R.B.);
   c) the International Radio Consultative Committee (C.C.I.R.);
   d) the International Telegraph and Telephone Consultative Committee (C.C.I.T.T.).

In the meantime, in close liaison with the work of the Bureau and of ITU and with each other, three specialised technical secretariats were established :

in 1925, the International Telegraph Consultative Committee (CCIT);
in 1923, the International Telephone Consultative Committee (CCIF).
After the Second World War these two bodies united in Geneva with a single secretariat (CCITT) on 1st January 1957.

In 1927, at the Washington Conference, the International Radio Consultative Committee (CCIR) was set up, and in 1947 the Atlantic City Conference established the International Frequency Registration Board (IFRB).

The housing of these organs in the same building as the ITU General Secretariat, an administration common to all the secretariats, means that ITU has a federative structure to some extent grouped under the authority of the Secretary-General.

This situation has led to some complication in the management of records. So far, the three technical secretariats transfer to archives only their publications and documents, not their files - at least not systematically; they each have a mail reception and distribution service and each engineer keeps his own files.

Thus the ITU archives service is only partially the records repository for the organisation as a whole; it remains first and foremost a General Secretariat Unit handling all Secretariat correspondence and receiving its files.

The succeeding stages of communications and records procedures described below refer therefore only to the General Secretariat, sole heir of the archival heritage originating in Berne over a century ago.

From its inception and up to 1949 (entry into force of the Atlantic City decisions), the staff increased in 80 years from four to about fifty officials, and could content itself with a correspondence registration and file classification system of the German Registratur type, accompanied, however, by an annual filing plan (Aktenplan). So rigid a system was foredoomed to disorder. In the 1920's the plan had broken down under the strain and given rise to the uncoordinated and anarchic opening of supplementary files as need arose. From 1950, the attempt was made to install a registry based on the procedure of the (former) League of Nations - on the guidance of a former League registry official,only to result in the central registration of files for some twenty years under a chronological serial numbering, irrespective of subject and unit responsible.

From 1968, the staff having doubled, with over 600 headquarters officials, in proportion to the volume of business handled, each department and principal administrative unit organised its own file station based on alphanumerical file

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references with abbreviation letters corresponding to the administrative units and to the main subjects treated, then broken down by subdivision. In principle, the archives service ensures standard application of this procedure in so far as units ask it to and follow its directives. Transfer to archives procedures, however, are on the whole well observed.

List of ITU executive heads

Louis Curchod	1869-1872
Charles Lendi	May 1872-January 1873
Louis Curchod	February 1873-October 1889
Auguste Frey	February 1890-Juin 1890
Dr. Timothée Rothen	November 1890-February 1897
Emile Frey	March 1897-August 1921
Henri Etienne	May 1921-December 1927
Dr. Joseph Raber	February 1928-October 1934
Dr. Franz von Ernst	January 1935-December 1949
Léon Mulatier	January 1950-December 1953
Dr. Marco Aurelio Andrada	January 1954-June 1958
Gérald C. Gross	January 1960-October 1965
Manohar Balaji Sarwate	October 1965-February 1967
Mohamed Ezzedine Mili	February 1967-

A list of the principal Conferences is appended, together with a list of the plenary assemblies of the CCI (CCIR and CCITT).

Bibliography

L'Union télégraphique internationale, 1865-1915, (Berne, 1915).

Codding, George Arthur Jr., The International Telecommunication Union (London, 1952).

Pérotin, Gilberte. Cent années au service des télécommunications (Journal des télécommunications, Vol. 36, No. XI, Nov. 1969).

Pérotin, Gilberte. The International Telecommunication Union in The New Guide to the Diplomatic Archives of Western Europe, edited by Daniel H. Thomas and Lynn M. Case, University of Pennsylvania Press, 1975, pp.393-396.

Description of the archives

There are now nearly 2,000 linear metres of ITU archives. Overall annual growth is 15 per cent, or about 250 linear metres. These figures leave active files, kept by the originating service, out of account.

Of this aggregate, the printed archives (Z series, from 1869 to the present day) account for 480 linear metres. It should be stressed that the only complete collection of publications and documents produced by the Union throughout its existence is to be found in the archives. The so-called older generation of "Berne Archives" (1869-1950) amount only to 75 linear metres, depleted as they are by ill-considered elimination on the basis of criteria no longer clear, and having often been moved. Up to the first world war, at least, these records are often in German and in Gothic script.

The remaining 1,000 or more linear metres are thus the archives of the last twenty-five years, among them those of the technical co-operation activity of this period, undoubtedly the files (experts, projects, reports) of greatest interest for future historians. They contain original papers in French, English, and Spanish.

Instruments of acceptance and ratification of Conventions are also held by the archives service and account for 50 linear metres, but go back only to 1947; before that date (when the ITU became part of the United Nations System), it was the host country to the Conference which took into its custody the preparatory documents, original texts of Conventions and regulations, and all other diplomatic instruments.

The archives contain copies of all the telecommunications agreements contracted between various governments; they are subject to certain access restrictions. There are also magnetic tape recordings of several Union meetings, in particular the annual sessions of the Administrative Council from 1947 to the present day - 1000 tapes and 753 records.

Note : All the information which follows relates only to semi-active and inactive files, as current files are kept in their administrative units for from 3 to 5 years and are naturally not open to public consultation.

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An interesting and rapidly growing collection of photographs and negatives running back to the Paris Conference of 1865 is also available.

There is an extensive collection of world-wide and regional charts of submarine cable networks, formerly edited by the Union, from 1874 to the present day, the latest being for 1975. Lack of staff has unfortunately so far prevented the making of an inventory of this important item.

Thanks to the microfilm workshop a number of microfiches have been made - for the convenience of certain units (financial, publications, technical co-operation) and to meet outside requests, for publications and documents no longer in stock. There are now about 3,000 jackets (COSATI, 60 images per jacket), the originals remaining in the archives, as well as 150 microfilms (16 mm and 35 mm).

ITU has no regional offices.

Finding aids

For the printed archives (Z series) there are two card-indexes :

a Kardex system under which all Union publications and documents are analysed in the same way as periodicals in libraries;

a traditional-type card index (international format 75 x 125 cards), now being built up, which will provide a subject-matter index to the records of Union Conferences since 1865.

The *Journal télégraphique*, the first organisation periodical, has been analysed and computer-indexed, for the period 1869-1880.

The documents of the Administrative Council have been analysed and indexed, so far for the period 1978-1968, in a cumulative index, aided by the computer under the Zentex System, which will finally reach back to 1947, the year of the first Council meeting.

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For the "Berne archives" there are yearly registers; an inventory is under preparation.

For the files of the last 25 years (from 1950) reference should be made to the bordereaux de versement (accession-lists) or partial indexes (fellows etc.), these being in fact records awaiting review and archival treatment. The preparation of a card-index of experts' files and mission reports is under study.

External archive groups

ITU has acquired complementary fonds on 35 mm reel microfilm.

of all the correspondence exchanged between the principal European powers leading up to the creation of the Union télégraphique in 1865 (3 reels, 1862-1865, originals in the Federal Archives, Berne);

the series of 17 telegraph agreements concluded between various European States prior to the setting-up of the Union (1850-1865, 3 reels, originals in the Vienna Staatsarchiv).

The above texts are in French and German.

Other reference sources

The Journal télégraphique, which first appeared in 1869, contains a wealth of information and graphic material on all aspects of telegraphic technique and on extinct organisations such as the European Broadcasting Union.

ARCHIVES U.I.T. GENEVE

LES CONFERENCES DE L'U. I. T.

1865	PARIS	Conf. télégraphique (plénipo)	1 mars - 17 mai
1868	VIENNE	Conf. télégraphique (plénipo)	12 juin - 21 juillet
1871/72	ROME	Conf. télégraphique (plénipo)	1 déc. - 14 janvier
1875	St PETERSBOURG	Conf. télégraphique (plénipo)	1 juin - 19 juillet
1879	LONDRES	Conf. télégraphique (adm)	10 juin - 28 juillet
1885	BERLIN	Conf. télégraphique (adm)	10 août - 17 septembre
1890	PARIS	Conf. télégraphique (adm)	16 mai - 21 juin
1896	BUDAPEST	Conf. télégraphique (adm)	16 juin - 22 juillet
1903	LONDRES	Conf. télégraphique (adm)	26 mai - 8 juillet
1903	BERLIN	Conf. radiotélégraphique (prélim.)	4 août - 13 août
1906	BERLIN	Conf. radiotélégraphique (plénipo)	3 oct. - 3 novembre
1908	LISBONNE	Conf. télégraphique (adm)	4 mai - 11 juin
1912	LONDRES	Conf. radiotélégraphique (plénipo)	4 juin - 5 juillet
1925	PARIS	Conf. télégraphique (adm)	1 sept.- 29 octobre
1927	WASHINGTON	Conf. radiotélégraphique (plénipo)	4 oct. - 25 novembre
1928	BRUXELLES	Conf. télégraphique (adm)	10 sept.- 22 septembre
1929	PRAGUE	Conf. radioélectrique européenne	4 avril - 13 avril
1932	MADRID	Conf. télégraphique (plénipo)	3 sept.- 10 décembre
1932	MADRID	Conf. radiotélégraphique (plénipo)	3 sept.- 9 décembre
1933	LUCERNE	Conf. radiocom. (européenne)	15 mai - 19 juin
1938	LE CAIRE	Conf. télég. et téléph. (adm)	1 fév. - 4 avril
1938	LE CAIRE	Conf. radiocommunications (adm)	1 fév. - 8 avril
1939	MONTREUX	Conf. radiodiffusion (européenne)	1 mars - 15 avril
1946	MOSCOU	Conf. télécommunications (prélim.)	30 sept.- 21 octobre
1947	ATLANTIC CITY	Conf. télécommunications (plénipo)	2 juil.- 2 octobre
1947	ATLANTIC CITY	Conf. radiocommunications (adm)	16 mai - 2 octobre
1947	ATLANTIC CITY	Conf. radiodiffusion H.F. (adm)	16 août - 2 octobre
1948	COPENHAGUE	Conf. radiodiffusion (européenne)	25 juin - 15 septembre
1948	COPENHAGUE	Conf. maritime (régionale)	25 juin - 17 septembre
1948	GENEVE	Conf. aéronautique (adm)	15 mai - 28 juillet
1948/49	MEXICO-CITY	Conf. radiodiffusion H.F. (adm)	25 oct. - 10 avril
1949	GENEVE	Conf. adm. spéciale (LORAN)	17 janv.- 14 février
1949	PARIS	Conf. télég. et téléph. (adm)	23 mai - 4 août
1949	GENEVE	Conf. radiocommunications REGION 1	18 mai - 17 septembre
1949	WASHINGTON	Conf. radiocommunications REGION 2	14 avril - 10 mai
1949	GENEVE	Conf. radiocommunications REGION 3	18 mai - 4 novembre

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1949	MONTREAL	Conf. N.A.R.B.A.	12 sept.- 8 décembre
1949	GENEVE	Conf. aéronautique (adm)	1 août - 14 octobre
1949	PARIS	Conf. radiodiffusion H.F. (C.T.P.)	22 juin - 5 décembre
1950	WASHINGTON	Conf. N.A.R.B.A.	6 sept.- 15 novembre
1950	FLORENCE/RAPALLO	Conf. radiodiffusion H.F.	1 avril- 19 août
1951	GENEVE	Conf. C.A.E.R.	16 août - 3 décembre
1952	STOCKHOLM	Conf. radiodiffusion (européenne)	28 mai - 30 juin
1952	BUENOS AIRES	Conf. de plénipotentiaires	3 oct. - 22 décembre
1957	LA HAYE	Conf. maritime	21 janv.- 26 janvier
1958	GENEVE	Conf. télég. et téléph. (adm)	29 sept.- 29 novembre
1959	GENEVE	Conf. de plénipo de l'UIT	14 oct. - 21 décembre
1959	GENEVE	Conf. radiocommunications (adm)	17 août - 21 décembre
1960	GENEVE	Conf. régionale spéciale	25 avril- 14 mai
1961	STOCKHOLM	Conf. radiodiffusion (européenne)	26 mai - 22 juin
1963	GENEVE	Conf. C.A.E.R. (spatiale)	7 oct. - 8 novembre
1963	GENEVE	Conf. africaine radiodiffusion	29 avril- 31 mai
1964	GENEVE	Conf. africaine radiodiffusion	13 oct. - 19 octobre
1964	GENEVE	Conf. aéronautique (adm)	27 janv.- 20 février
1965	MONTREUX	Conf. de plénipotentiaires	14 sept.- 12 novembre
1966	GENEVE	Conf. aéronautique (adm)	14 mars - 29 avril
1966	GENEVE	Conf. africaine de radiodiffusion	19 sept.- 7 octobre
1967	GENEVE	Conf. maritime (adm)	18 sept.- 4 novembre
1971	GENEVE	Conf. spatiale (adm)	7 juin - 17 juillet
1973	GENEVE	Conf. télég. et téléph. (adm)	2 avril- 11 avril
1973	TORREMOLINOS	Conf. de plénipotentiaires	14 sept.- 26 octobr
1974	GENEVE	Conf. maritime (adm)	22 avr. - 7 juin
1974	GENEVE	Conf. région.radiodiff. (adm) (1ère session)	7 oct. - 25 octobr
1975	GENEVE	Conf. région.radiodiff. (adm) (2ème session)	6 oct. - 21 novemb
1977	GENEVE	Conf. adm.mond.radiodiffusion	10 jan. - 12 fév.
1978	GENEVE	Conf. adm.mond.radiocom. service mobile aéron.(R)	6 fév. - 4 mars

ARCHIVES U.I.T. GENEVE

REUNIONS DES C. C. I.

1924	PARIS	C.C.I.F.	1ère Réun. Plén.	28 avril - 3 mai
1925	PARIS	C.C.I.F.	2ème Réun. Plén.	22 juin - 29 juin
1926	BERLIN	C.C.I.T.	1ère A. Plén.	3 nov. - 17 novembre
1926	PARIS	C.C.I.F.	3ème A. Plén.	29 nov. - 6 décembre
1927	COME	C.C.I.F.	4ème A. Plén.	5 sept.- 12 septembre
1928	PARIS	C.C.I.F.	5ème A. Plén.	11 juin - 18 juin
1929	BERLIN	C.C.I.F.	6ème A. Plén.	3 juin - 10 juin
1929	BERLIN	C.C.I.T.	2ème A. Plén.	10 juin - 17 juin
1929	LA HAYE	C.C.I.R.	1ère A. Plén.	18 sept.- 20 octobre
1930	BRUXELLES	C.C.I.F.	7ème A. Plén.	16 juin - 23 juin
1931	BERNE	C.C.I.T.	3ème A. Plén.	11 mai - 18 mai
1931	COPENHAGUE	C.C.I.R.	2ème A. Plén.	27 mai - 8 juin
1931	PARIS	C.C.I.F.	8ème A. Plén.	14 sept.- 21 septembre
1932	MADRID	C.C.I.F.	9ème A. Plén.	3 sept.- 12 septembre
1934	PRAGUE	C.C.I.T.	4ème A. Plén.	23 mai - 2 juin
1934	BUDAPEST	C.C.I.F.	10ème A. Plén.	3 sept.- 10 septembre
1934	LISBONNE	C.C.I.R.	3ème A. Plén.	22 sept.- 10 octobre
1936	COPENHAGUE	C.C.I.F.	11ème A. Plén.	11 juin - 20 juin
1936	VARSOVIE	C.C.I.T.	5ème A. Plén.	19 oct. - 26 octobre
1937	BUCAREST	C.C.I.R.	4ème A. Plén.	21 mai - 8 juin
1938	LE CAIRE	C.C.I.F.	12ème A. Plén.	4 fév. - 5 février
1945	LONDRES	C.C.I.F.	13ème A. Plén.	29 oct. - 30 octobre
1946	MONTREUX	C.C.I.F.	14ème A. Plén.	26 oct. - 31 octobre
1948	BRUXELLES	C.C.I.T.	6ème A. Plén.	11 mai - 27 mai
1948	STOCKHOLM	C.C.I.R.	5ème A. Plén.	12 juil.- 31 juillet
1949	PARIS	C.C.I.F.	15ème A. Plén.	23 mai - 4 août
1951	GENEVE	C.C.I.R.	6ème A. Plén.	6 juin - 7 juillet
1951	FLORENCE	C.C.I.F.	16ème A. Plén.	22 oct. - 27 octobre
1953	LONDRES	C.C.I.R.	7ème A. Plén.	3 sept.- 9 octobre
1953	ARNHEM	C.C.I.T.	7ème A. Plén.	3 juin - 13 juin
1954	GENEVE	C.C.I.F.	17ème A. Plén.	4 oct. - 13 octobre
1956	VARSOVIE	C.C.I.R.	8ème A. Plén.	23 août- 27 septembre
1956	GENEVE	C.C.I.T.	8ème A. Plén.	8 déc.- 14 décembre
1956	GENEVE	C.C.I.F.	18ème A. Plén.	3 déc. - 14 décembre
1956	GENEVE	C.C.I.T.T.	1ère A. Plén.	15 déc. - 22 décembre
1959	LOS ANGELES	C.C.I.R.	9ème A. Plén.	2 avril - 29 avril
1960	NEW DELHI	C.C.I.T.T.	2ème A. Plén.	8 déc. - 16 décembre

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1963	GENEVE	C.C.I.R.	10ème A. Plén.	25 nov. - 13 décembre
1964	GENEVE	C.C.I.T.T.	3ème A. Plén.	25 mai - 26 juin
1966	OSLO	C.C.I.R.	11ème A. Plén.	22 juin - 22 juillet
1968	MAR DEL PLATA	C.C.I.T.T.	4ème A. Plén.	23 sept.- 25 octobre
1970	NEW DELHI	C.C.I.R.	12ème A. Plén.	21 janv.- 11 février
1972	GENEVE	C.C.I.T.T.	5ème A. Plén.	4 déc. - 15 décembre
1974	GENEVE	C.C.I.R.	13ème A. Plén.	15 juil - 26 juillet
1976	GENEVE	C.C.I.T.T.	6ème A.Plén.	25 sept - 8 octobre
1978	KYOTO	C.C.I.R.	14ème A.Plén.	7 juin -27 juin
1978	GENEVE	C.C.I.R.	Réunion spéc.prép. (1978) pour Conf. adm.mond.radiocom. de 1979	23 oct.-17 nov.

INTERNATIONAL TRADE CENTRE UNCTAD/GATT (ITC)

Address: 4, chemin des Morillons
Geneva, Switzerland
Postal address: B.P. 30
CH-211 Genève 21
Telegraphic address: INTRADCEN GENEVE
Telex: 289052
Telephone: 99.61.11
Opening hours: Monday to Friday, 8.30 a.m. to 1 p.m. and
2 p.m. to 5.30 p.m.
Working languages: English and French

A central registry is responsible for the files - active and inactive. Applications to consult records should be addressed to the Director-General.

Brief administrative history

The Centre was established in May 1964 by the General Agreement on Tariffs and Trade, and since 1968 has been jointly operated by UNCTAD and GATT to integrate the ressources and activities of both bodies in the field of export promotion.

Its aim is to assist developing countries in the promotion of their exports by the provision of information on export markets and marketing and of technical services designed to help them develop their own export services and train the personnel required to run them.

OFFICE OF THE UNITED NATIONS DISASTER RELIEF CO-ORDINATOR (UNDRO)

Address : Palais des Nations
8-14 Avenue de la Paix
CH - 1211 Genève 10

Telegraphic address : UNDRO GENEVE

Telex : 28148

Telephone : (022) 33.20.10 and 34.60.11

Opening hours : Monday to Friday, 8.30 a.m. to 5.30 p.m.

Working languages : English, French and Spanish.

The responsabilities of UNDRO Mail and Registry Unit are : to receive, codify, file and route all incoming and outgoing "codifiable material", and to route "non-codifiable material" (cf. below "description of archives").

Access : At present, all material and documents handled and retained by the Unit are restricted to UNDRO's officials only. So far, no set policy has been established by the Office to give access to the public. The Co-ordinator may, however, in certain circumstances, authorize access to specified material by an outsider.

A person so authorized may consult material only within UNDRO's premises. Photocopying facilities are available. Copyright follows United Nations practice.

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Brief administratice history

Following several years of international discussion and, in particular, a report submitted to the United Nations Economic and Social Council in July 1971, the General Assembly adopted resolution 2816 (XXVI) on 14 December 1971. This provided for the establishment of "an adequate permanent office in the United Nations which shall be the focal point in the United Nations system for disaster relief matters". The office was to be "located in Geneva" and to form "a distinct element within the United Nations Secretariat". UNDRO - Office of the United Nations Disaster Relief Co-ordinator - came into being with the appointment of the first Co-ordinator, Mr. Faruk N. Berkol (1st March 1972 to date). The Co-ordinator, who holds the rank of Under-Secretary-General, reports direct to the Secretary-General. The Office at present has twenty-four Professional and twenty-five General Service posts.

The establishment of UNDRO was a sequel to major disasters in Peru, Bangladesh and other countries which had led Governments to the conclusion that unco-ordinated assistance was inadequate and that the generosity habitually demonstrated by the international community in times of disaster was frequently used ineffectively. It was felt, moreover, that there was often confusion about the kind of relief supplies most urgently needed, duplication of effort and even waste in transportation. Sometimes, items that were badly needed were not supplied at all. It was also felt that more could be done at the international level to prevent or mitigate disasters and to prepare advance contingency plans in many countries frequently subject to disasters.

UNDRO has had from its establishment, therefore, three broad functions :

(a) Relief Co-ordination : to ensure that in case of disaster the emergency relief activities of all donor sources are mobilised and co-ordinated so as to supply the needs of the disaster-stricken country in a timely and effective manner;

(b) Preparedness : to raise the level of pre-disaster planning and preparedness including disaster assessment and relief management capability in disaster-prone developing countries;

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(c) Prevention : to promote the study, prevention, control and prediction of natural disasters, including the collection and dissemination of information concerning technological developments.

The Secretary General's Bulletin ST/SGB Organization, Section N/Rev.1, dated 5 December 1977, outlines the functions of UNDRO.

From its establishment until 1974 UNDRO's small staff was divided into three units : the immediate office of the Co-ordinator (3 staff members), the Relief Co-ordination Section (5 staff members) and the Prevention and Planning Section (3 staff members).

Description of the archives

The limited number of staff called for a strengthening and restructuring of the Co-ordinator's Office if activities had to be broadened. The response of Governments to General Assembly resolution 3243 (XXIX) enabled UNDRO to strengthen its capabilities and expand its field of activities. Until 1975 UNDRO's files were kept and administered by the immediate office of the Co-ordinator. The filing system then used proved to be inadequate. The size and complexity of the Co-ordinator's Office justified the creation of a small central mail and records unit. In this unit from October 1976 all files were centralized and a suitable filing system was created to service the two Divisions, the Co-ordinator's immediate office and the Common Services.

The filing system selected was based on "subjects" and no longer on "sources". The re-organization of all UNDRO records (1972 to date) was started in February 1977.

The non-codifiable material consists of : copies of originals already in the files, publications, books, and documents not directly related to the work of the Office, unimportant correspondence relating to routine activities on purely technical or administrative questions, as well as observations and commentaries of ephemeral value. Drafts and rough copies are not codified unless they genuinely form an integral part of codifiable files.

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Because of UNDRO's nature, in some cases, printed articles can be considered codifiable material.

The total Registry holding of archives is 65 linear metres. Principal finding aid : UNDRO Subject Classification Manual.

Series

(Below are enumerated the main series - Themes - with the Subjects but not the Sub-subjects, within brackets) :

Organization (constitution, status, terms of reference of UNDRO; organizational structure, relationship and co-ordination; protocol matters).

Administration (planning and provision of administrative services; communications and records; documents, publications and reference; travel and transportation; management of office space and premises; equipment and supplies; contracts, insurance and claims).

Finance (financial control; budgeting; contributions; special handling and custody of resources; salaries and allowances).

Personnel (general; duties, obligations and privileges, appointment, movement and training of personnel; leave, social security and welfare; staff relations and appeals).

Conferences, Seminars and Meetings (general; conferences and meetings organized by UNDRO; joint conferences and meetings; invitation to and participation in outside conferences and meetings).

Information (dissemination of information, press and publications, radio and visual; public relations).

Disaster Preparedness, Pre-disaster Planning, Prevention and Disaster Relief Co-ordination (technical co-operation, research, studies and information; contingency plans and pre-disaster arrangements; monitoring of creeping disasters; mobilization and co-ordination of relief for emergency operations; monitoring of post-disaster activities).

Printed archives : Documents related to the establishment, responsibilities and work programme of UNDRO. Agreements and Memoranda of Understanding between UNDRO and organizations within and outside the UN system. Reports to the UN General Assembly

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and to other organizational bodies on the activities of the Office. Reports on missions of UNDRO officials to various countries. Experts' reports from technical assistance missions. Case reports and evaluation reports on past disaster relief operations. Collection of general information on natural phenomena and relief techniques.

Other reference sources available

(United Nations Library at Geneva is housed in the same building).

A collection of photographs, as well as, books, publications and other reference material related to the work programme of the Office are administrated by UNDRO's Documentation and Reference Unit. A collection of detailed maps in administered by the Data Bank (Technical Operations Section).

PAN AMERICAN HEALTH ORGANIZATION (PAHO)

N.B.: In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from information supplied by the WHO and from the reply to the 1974 questionnaire for the preliminary study.

Address : 525 Twenty-Third Street NW
Washington, D.C. 20037
United States of America
Telegraphic address : OFSANPAN WASHINGTON
Telex : 248338
Telephone : 233.4700
Opening hours : Monday to Friday, 9 a.m. to 12 noon and
1.30 p.m. to 4 p.m.

Access is occasionally granted on written approval of the file originator.

Brief administrative history

Established in 1902, the International Sanitary Bureau changed its name in 1923 to the Pan American Sanitary Bureau. The PASB is the Secretariat of Pan American Sanitary Organization, called the Pan American Health Organization since 1958. Within

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the framework of the World Health Organization, PASB functions as Regional Office and PAHO as Regional Organization for the Americas.

Archives

The archives consist of semi-active and inactive files and cover about 900 linear metres. Finding-aids : guides, lists, locater cards.

Disposal : "Project files destroyed in 5 to 7 years; subject files disposed of by selective destruction (file review procedure); ex-staff files - permanent; finance files disposed of in accordance (sic) with varying periods (3 to 10 years), fellowship files destroyed in 6 years;...".

Other reference sources available : The Library contains 51,200 volumes.

UNITED NATIONS CHILDREN'S FUND (UNICEF)

N.B. In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-Book of International Organizations (1977 edition) and from the reply to the 1974 questionnaire for the preliminary study.

Address : United Nations Plaza
New York 10017
United States of America
Telegraphic address : UNICEF NEW YORK
Telex : 127895
Telephone : 754-1234
Opening hours : Monday to Friday, 9 a.m. to 5 p.m.
Working languages : English, French

There is no public access, except for the printed archives, which are kept by the Dag Hammarskjöld Library (UN Headquarters Library). Non-current files are deposited, at least in part, with the Archives Section of the United Nations Headquarters (q.v., especially page 243).

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Brief administrative history

By resolution 11 December 1946, the United Nations General Assembly established the United Nations International Children's Emergency Fund (UNICEF), following the decision of the UN Relief and Rehabilitation Agency (UNRRA) on termination of its activities in August 1946 to apply its residual assets to a fund to provide relief for the suffering children in war-devastated Europe. By resolution 417(V) of 1 December 1950, the General Assembly decided to consider the future of the Fund at the end of the three years, with the object of continuing it on a permanent basis. By resolution 802(VIII) of 6 October 1953, it unanimously voted to continue the Fund for an indefinite period enabling UNICEF to carry out its programmes in Asia, Africa and Latin America as well as in Europe. The official name was shortened to UN Children's Fund but the well-known acronym UNICEF was retained.

Its aims are to aid governments in their efforts, and to undertake long-range and far-reaching programmes benefiting children and youth. In 1959, the Declaration of the Rights of the Child was adopted unanimously by the General Assembly, stating that "mankind owes the child the best it has to give... All children without any exception whatever, shall be entitled to these rights, without distinction or discrimination". In a special resolution the General Assembly placed particular responsibility on UNICEF to implement children's rights.

The UNICEF structure includes the Executive Board (1 session a year), consisting of representatives of 30 Goverments and the Programme Committee and Committee on Administrative Budget consisting of members elected by the Board. The Executive Director is appointed by the UN Secretary-General in consultation with the Board. National Committees (34). National Liaison Orgs (4). UNICEF/WHO Joint Committee on Health Policy. FAO/UNICEF Joint Policy Committee. FAO/WHO UNICEF Protein Advisory Group.

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD)

N.B. In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-book of International Organisations (1978 edition).

Address : 8-14, avenue de la Paix
Palais des Nations
Geneva
Switzerland
Postal address : CH-1211 Genève 10
Telegraphic address : UNATIONS GENEVE
Telex : 289696
Telephone : 34.60.11 or 31.02.11
Opening hours : Monday to Friday 8.30 a.m. to 5.30 p.m.
Working languages : English and French

Access to the UNCTAD Registry may be obtained through the Chief of Administration. The printed archives are kept by the United Nations Library at Geneva (reference assistance is given by the Economic Reference Service).

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Brief administrative history

UNCTAD was established on 30 December 1964 by the General Assembly of the United Nations.

Its aims are to promote international trade, especially with a view to accelerating economic development, particularly trade between developing countries and countries with different systems of economic and social organisation.

The conference (155 members) normally meets every three years. The Trade and Development Board (open to all members) is the permanent organ of the Conference. The Board meets in regular session annually and in special session as necessary. The Board has seven Committees (on Commodities, on Manufactures, on Invisibles and Financing related to Trade, on Shipping, on Transfer of Technology, on Economic Co-operation among Developing Countries, and the Special Committee on Preferences).

The permanent Secretariat functions within the UN Secretariat, and is headed by the Secretary-General of the Conference.

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

N.B. In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-Book of International Organizations (1977 edition) and from the reply to the 1974 questionnaire for the preliminary study.

Address : 1 United Nations Plaza
New York 10017
United States of America
Télegraphic address : UNDEVPRO NEW YORK
Telex : 125980
Telephone : 754-1234
Opening hours : Monday to Friday, 9.30 a.m. to 5.30 p.m. or
9 a.m. to 5 p.m.

Working languages : English, French

There is no public access, except for the printed archives, which are kept by the Dag Hammarskjöld Library (UN headquarters' Library). Non-current files are deposited with the Archives Section of the United Nations Headquarters.

Brief administrative history

The Expanded Programme of Technical Assistance (EPTA) and the United Nations Special Fund merged in November 1965, according to an ECOSOC resolution approved by the United Nations General Assembly.

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The aims of UNDP are to help the low-income nations build more productive, dynamic societies and economies based on the most effective possible use of their own natural resources and human talents. Specifically, the Programme, at the request of governments of low-income countries, supports projects which are designed to help these nations attract the development capital, train the skilled manpower, and apply the modern technologies needed to improve and expand agriculture, industry, transport, communications, power production, educational systems and medical, social and administrative services. Assistance is delivered through 5 year "Country Programmes", based on national and regional development priorities and plans. In the 1977-81 programming cycle over 30 per cent of UNDP's resources will be devoted to projects in the world's 28 least developed countries.

Direct policy control is provided by a Governing Council composed of representatives of 48 nations, developing as well as developed, with one-third of the membership changing each year. The Governing Council has final responsibility for approving country programmes and projects, overseeing UNDP operations and allocating funds. UNDP's Administration is advised by an Inter-Agency Consultative Board composed of the UN Secretary-General and the Executive Heads of the Agencies which participate in the Programme. The Executive Directors of UNICEF, UNHCR and the World Food Programme take part, as appropriate, in the Board's meetings.

Description of the archives

The volume of current and semi-current files is app. 1330 linear metres. For the non-current files, see page 243.

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION (UNESCO)

Address : 7, Place de Fontenoy
F-75700 Paris
Telegraphic address : UNESCO PARIS
Telex : 270602, 204961
Telephone : 577.16.10; Archives Section ext. 41-50, 41-55
Opening hours : Monday to Friday, 9 a.m. to 12.30 p.m. and 2 to 6 p.m.; during the General Conferences also on Saturdays, 9 a.m. to 1 p.m. Closed on French official holidays.
Working languages : English and French

The Archives Section of the Documentation Systems Division in the Bureau of Data Processing Services (SID/DS/ARC), is, in principle, responsible for all the archives of the Organization. Inactive files are transferred to the Archives after five or, at the latest, ten years after they have been closed. In practice, however, some files are deposited before they have reached five years of age and, on the contrary, some files, although more than ten years old, have not yet been transferred. UNESCO documents and publications arrive as soon as they are issued, in two copies of each language version.

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The Registry Section of the Registry Division in the Bureau of General Services (GES/REG) is responsible for the creating and indexing (UDC) of the official correspondence files on programme matters. In their active period, these files are maintained by the units concerned under Registry supervision. Subsequently they are returned to the Registry, and are scheduled to be transferred to Archives ten years after they have been closed, at the latest.

The Sound and Telephone Section of the Buildings Division in the Office of General Services (GES/BM) is responsible for recording on tape the debates of the General Conference and Executive Board sessions and UNESCO meetings; a copy of Conference and Board recordings are deposited with the Archives.

The Photo Section of the Press and Audio-visual Information Division in the Office of Public Information (OPI/PAV) is responsible for the photographs; those considered to be of historical interest are transferred to the Archives.

The Production Section in the same Division is responsible for films and radio programmes.

UNESCO records are open for inspection after 30, in some cases after 50 years of age, with possible exceptions in agreement with appropriate official or unit in Secretariat. The Assistant Director-General for Administration may also, on the proposition of the Chief Archivist, open for consultation records of less than 30 years of age, if they have lost their confidential character (cf. annex I).

The Organization retains copyright for its documents and publications with certain exceptions (cf. annex II).

The reading room has sixteen seats and a microfiche reader; there is a coin-operated photocopy machine for the Archives and Library readers (xerox; 1 FF per page), and in the Documentation Systems Division a possibility for on-line queries by computer concerning UNESCO documents and publications (and various other data bases).

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Administrative history of UNESCO and its Secretariat

Acting on behalf of Richard A. Butler, President of the Board of Education of the United Kingdom, the Chairman of the British Council convened by a letter signed on 28 October 1942 the Ministers of Education of Allied Powers then in London to discuss the problems of education during the war and in the post-war period. The first meeting was held on 16 November 1942 and the periodic meetings developed into what was called later the Conference of Allied Ministers of Education (CAME). The Conference held sixteen plenary meetings, the last one on 5 December 1945, and worked also through various commissions. During the discussions the idea of an international organization for education was conceived. In further discussions and negotiations held at the same time between the Allied Powers this organization was to become a specialized agency within the larger system of United Nations organizations. This was provided for in Article 57 in the Charter of the United Nations adopted in San Francisco on 26 June 1945.

The Conference for the Establishment of a United Nations Educational and Cultural Organization (ECO/Conf.) was convened by joint invitation of the British and French governments in London, where it held its sessions from the 1 to the 16 November 1945. The 44 delegations present adopted on 16 November the Constitution of the United Nations Educational, Scientific and Cultural Organization as well as the instrument establishing a Preparatory Commission (Prep. Com.). Attention is drawn to the fact that in the beginning the word "scientific" did not figure in the name of UNESCO; it was added only later during the Conference. Also the field of mass communication was to be included in the programme of the organization, although it does not appear in the name.

The purpose of UNESCO, as defined in its Constitution, is to contribute to peace and security by promoting collaboration among the nations through education, science and culture in order to further universal respect for justice, for the rule of law, and for the human rights and fundamental freedoms for all. Thus, UNESCO's assignment is to stimulate educational, scientific

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and cultural progress as well as progress in the field of communication and to encourage international cooperation in these fields by assisting Member States in their development.

The task of the Preparatory Commission was to prepare the first General Conference and make propositions for the programme and the budget of the new organization. The Commission worked in London but moved to Paris in September 1946 where, following the decision of the Conference in London, the permanent Headquarters of UNESCO were to be located.

Legally UNESCO came into being on 4 November 1946 after twenty countries had ratified the Constitution. The first General Conference took place in Paris from 20 November to 10 December and upon election of the Director-General on 6 December the mandate of the Preparatory Commission expired; the staff of the Commission continued, however, as the Secretariat of UNESCO until the Director-General had time to organize the Secretariat in a more permanent way. As far as the correspondence is concerned the dividing date between the Commission and the UNESCO Secretariat is 17 December: after that date all incoming correspondence is, in principle, filed in the UNESCO Secretariat files.

The main organs of UNESCO are the General Conference, which met every year until 1952 and subsequently every other year, the Executive Board, which meets two or three times a year, and the Secretariat consisting of the Director-General and the staff appointed by him. There is in most Member States a National Commission of UNESCO which acts as an advisory body to the Government. UNESCO also maintains relations with numerous non-governmental organizations.

The structure of the UNESCO Secretariat has undergone numerous changes during its thirty years of existence. At the head of the Secretariat there is a Director-General who is assisted in his task by a Deputy Director-General (this post has existed from 1947 to 1953 and since 1959) and by Assistant Directors General (there were none between 1950 and 1954).

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The basic organizational unit of the Preparatory Commission was the *section* and it remained so in the UNESCO Secretariat until 1948, when it was decided to call programme units *departments* and administrative units *bureaux*. Sometimes also the name service was used to designate either a programme or administrative unit (although it is difficult to draw a clear line between programme and administration, because the latter supports the former, a fact recognized in the name of the Administrative Sector in 1975).

In 1963 the word *office* came into use to designate a unit larger than a division but smaller than a department. And during the whole time of existence of the Secretariat names such as *division*, *section*, *unit* were in used to describe the subdivisions within the departments, bureaux and offices.

From 1963 to 1966 some of the departments came to be divided into two or three and they all were regrouped with offices and divisions outside the departments to form *sectors* which corresponded to major activity areas of UNESCO. At the head of every sector an Assistant Director-General was appointed. In a new reorganization in 1975 all departments were abolished and the divisions became the main programme units.

For *regional offices*, cf. annex III.

Directors-General of UNESCO

Julian Huxley	6 Dec. 1946 - 9 Dec. 1948
Jaime Torres Bodet	10 Dec. 1948 - 1 Dec. 1952
John W. Taylor; Acting DG	2 Dec. 1952 - 3 July 1953
Luther H. Evans	4 July 1953 - 4 Dec. 1958
Vittorino Veronese	5 Dec. 1958 - 2 Nov. 1961
René Maheu; Acting DG	4 June 1959 - 14 Nov. 1962
DG	15 Nov. 1962 - 14 Nov. 1974
Amadou Mahtar M'Bow	15 Nov. 1974 -

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Cowell, F.R., Planning the Organization of UNESCO (Journal of World History 1966, vol.10, p. 210-256).

L'Institut international de coopération intellectuelle 1925-1946. Paris (s.a.).

Kolosa, Jan, International Intellectual Cooperation. Travaux de la Société des sciences et de lettres de Wroclaw. Wroclaw 1962.

Krill de Capello, H.H., The creation of the United Nations Educational Scientific and Cultural Organization (International Organization, vol. XXIV, N° 1, 1970).

Mylonas, Denis, La genèse de l'UNESCO : la Conférence des Ministres alliés de l'Education (1942-1945). Bruxelles, Etablissements Emile Bruylant, 1976.

Opocensky, Jan, The Beginnings of UNESCO I-II, 1942-1948. Paris 1949-1950. Non-published manuscript in the UNESCO Archives. Vol. I is a survey of the first years 1942-1948; vol. II treats the Constitution

Pendergast, W, La politique étrangère française et la création de l'UNESCO (Revue d'histoire de la deuxième guerre mondiale, octobre 1974).

2. Official works and documents by UNESCO :

Adiseshiah, Malcom S., Let my country awake. The human role in development : thoughts on the next ten years. Paris, UNESCO 1970.

Adiseshiah, Malcom S., Que mon pays s'éveille. Le rôle de l'homme dans le développment : réflexions sur les dix années à venir. Paris, UNESCO 1970.

Collection of basic texts. Paris, Unesco 1973.

Dans l'esprit des hommes. UNESCO 1946-1971. Paris, UNESCO, 1972.

Directory of UNESCO fellows - Répertoire des boursiers de l'UNESCO - Repertorio de becarios de la UNESCO 1948- Paris, UNESCO.

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Huxley, Julian, L'UNESCO, ses buts et sa philosophie. Londres, Commission préparatoire de l'UNESCO, 1946.

In the minds of men. UNESCO 1946-1971. Paris, UNESCO 1972.

Maheu, René, La civilisation de l'universel. Paris, Robert Laffont, 1966 Collection of speeches of the Director-General from 1961 to 1966; a complete series of speeches by the DGs in the Secretariat documents in the Archives.

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Manual of the General Conference. 1977 edition. Paris, UNESCO/Constitution of Unesco, rules of procedure of the Conference, financial regulations, classification of the meetings, directives concerning the relations with the non-governmental organizations.

Manuel de la Conférence générale. Edition 1977. Paris, UNESCO/Acte constitutif de l'UNESCO, règlement intérieur de la Conférence, règlement financier, classification des réunions, accord entre l'ONU et l'UNESCO, accord relatif au Siège, directives concernant les relations avec les Organisations non-gouvernementales.

Rapports du Directeur général sur l'activité de l'Organisation. Paris, UNESCO 1947- .

Recueil des textes de base. Paris, UNESCO 1973.

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Torres Bodet, Jaime, Discursos 1941-1964. Mexico, Editorial Porrua, 1965.

The UNESCO Courier. See UNESCO anniversary issues Nov-Dec. 1956, July-Aug. 1966, Aug-Sept. 1971, March 1976.

3. Secondary works on UNESCO :

Laves, Walter H.C.-Thomson, Charles A., UNESCO : purpose, progress, prospects. Bloomington, Indiana University Press, 1957.

Pendergast, W., French policy in UNESCO. Columbia University, Ph. D. 1971. Political science, general. Published on demand by University Microfilms Limited, High Wycombe, England.

Ranasinghe, Alexander, UNESCO's cultural mission, an evaluation of policies, programs, projects. New York, Carlton Press, 1967.

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Sewell, James Patrick, UNESCO and world politics. Engaging in international relations. Princeton, Princeton University Press, 1975.

Shuster, George N., UNESCO, Assessment and promise. New York, Harper and Row, 1963.

Sobakine, Vadim, l'UNESCO : problèmes et perspectives. Moscou, Editions de l'agence de presse Novosti, 1972.

Thomas, Jean, UNESCO. Paris, Gallimard, 1962.

Wagner de Reyna, Alberto, Idée et historicité de l'UNESCO. Genève, les Editions Nagel, 1968.

4. Archives and records management in UNESCO :

Les Archives des institutions internationales (Actes de la treizième Conférence internationale de la Table ronde des Archives. (Bonn 1971). Edités par le Conseil international des Archives. Paris pp. 72-106.

Archives de l'UNESCO : feuillet d'information; liste des fonds d'archives.

Evans, Luther H., UNESCO (The New Guide to the Diplomatic Archives of Western Europe. Edited by Daniel H. Thomas and Lynn M. Case. University of Pennsylvania Press 1975 pp. 309-408).

Opocensky, J., Les Archives de l'UNESCO (Archivum, Vol. II, 1952, pp. 17-20) Mr. Opocensky, having participated in CAME, became the Vice-President of the Preparatory Commission of UNESCO and a member of the Executive Board from 1946 to 1948 and worked as the UNESCO Archivist from 1949 to 1957.

Pieterse, Johan, Les archives administratives. Pour l'organisation rationnelle des services du courrier (archivum, Vol. IV, 1954, pp. 179-183); describes the working methods of the UNESCO Registry, whose chief Mr. Pieterse was from 1947 to 1966.

Pieterse, Johan, Les archives de l'UNESCO (Actes de la sixième Conférence internationale de la Table ronde des Archives : Les Archives dans la vie internationale. (Varsovie, 1961). Paris 1963, pp. 111-116).

Pieterse, Johan, The Registry in international organizations (Review of Documentation, Vol. XVII. 1950. Fasc. 2 pp. 43-50).

Rapport sur l'enregistrement, la distribution, la circulation et le classement de la correspondance. (UNESCO) PBM/Report/13 27 novembre 1959 (par Y. Pérotin).

Report of the Registry Review Committee. (UNESCO) PEM/SP/Memo 165. 18 February 1952.

UNESCO Archives : Information leaflet; list of archive groups and findings aids.

5. UNESCO archival programme in Member States :

Technical assistance to Archives of developing countries (Archivum vol. XXIV 1974. Proceedings of the VIIth International Congress on Archives (Moscow 21-25 August 1972). pp. 289-243).

See also Modern Archives and manuscripts. A select bibliography compiled by Frank B. Evans. Published by the American Society of Archivists 1975, pp. 165-166.

Description of the Archives

The total volume of archives in the custody of the Archives Section, external archive groups included, is around 2800 linear metres, 24000 microfiches, 37 microfilms (rolls), 9 linear metres of photos (in addition to 76,000 photos and diapositives

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in the custody of the Photo Section OFI/PAV). More specifically, the first and second official correspondence series 1946-1966 of registry files on terminated programme matters comprise 217 linear metres. The shelving capacity of the Registry Division (REG) is about 1400 linear metres; the total number of subject files is around 85,000 and active files kept by the units amount to around 9000 linear metres.

The archives cover 1921 to 1946 (I.I.C.I.) and 1942 onwards (CAME, Prep. Com., UNESCO).

Records of the Secretariat (Archive group 8)

1,780 linear metres. Languages : Mainly English and French, but also Spanish and Russian. Finding aids : Shelf-list; accession register; register of eliminations; inventories and lists; card index to the official correspondence files on programme matters, kept by the Registry; index to inactive correspondence files, 1946-1956, 1957-1966; abridged filing plan for the official dossiers in use by the Secretariat, 1967. Conventions and recommendations adopted under the auspices of UNESCO : list in documents 20 C/3 and CL/2575 (1977).

Series :

Agreements, conventions, recommendations of the General Conference, credentials and other instruments.

Files of the Office of the Director-General (ODG/CAB).

Official correspondence files on programme matters (registry files); first series 1946-1956, second series 1957-1966 (REG).

Fellowship files (EDV/FE, CPX/FEL).

Project and purchase order files (GES/FED, CPX/PEC).

Files of the Office of Statistics (ST).

Files of the Bureau of the Budget (BB).

Files of the Bureau of the Comptroller (BOC).

Files of the Bureau of Conference, Languages and Documents (CPG, COL).

Files of the Bureau of Personnel (PER):

personnel files of Members of the Secretariat (PER/Rec.1),
personnel files of experts (PER/Rec.2),

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personnel files of consultants (PER/Rec.3),

files on statistics and on geographical distribution of posts,

personnel policy and procedures files (PER/P),

personnel advisory boards (SPAB, JPAB),

Appeals Board (CAP).

Manuscripts (Man).

Photographs (OPI/Photo).

International Commission for a History of the Scientific and Cultural Development of Mankind (SCHM), 1952-1969.

Archives of Field units (Archive group 9)

The greater part of the archives of the UNESCO Regional Offices are so far preserved in these offices (for publications cf. Publications of UNESCO).

Printed archives (Archive groups 4 - 7)

A) Documents of the General Conference (C) 1945- (Archive group 4)

90 linear metres; languages : English and French since 1946, Spanish since 1950, Russian since 1954, Arabic since 1968, and Chinese since 1974. Finding aids : Inventory of General Conference documents, 1945-1976; list of documents 1945- ; index to resolutions, 1946- ; index to programme and budget, 1953-1964, 1971- ; index to proceedings, 1945-1958, 1966- (list and indexes to sessions); UNESCO list of documents and publications (ULDP), 1972- .

Series :

General (working) documents; annual report of the Director-General on the activities of the Organization (C/3), Programme and budget (C/5), medium-term plan (C/4), other working documents, draft resolutions (DR), commission and committee documents, information documents (INF), and the Journal of the Conference.

Records : resolutions and recommendations, report of the commissions and committees, proceedings (verbatim or summary records : VR, SR) of the plenary and commission meetings, index and list of documents.

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Manual of the General Conference (Constitution of UNESCO, rules of procedure, financial regulations, classification of meetings, agreement between the United Nations and UNESCO Headquarters agreement and other basic texts), General Conference Handbook.

Headquarters Committee documents (HQ), 1949- .

B) Documents of the Executive Board (EX), 1946- (Archive group 5)

69 linear metres; languages : English and French since 1946, Spanish and Russian since 1954, Arabic since 1974, and Chinese since 1977. Finding aids : List of documents, 1946- (by sessions), index to resolutions and decisions (EX/Index 1-5), 1946-1976; UNESCO list of documents and publications (ULDP), 1972- .

Series :

Working documents, draft resolutions (DR), resolutions and decisions, commission and committee documents, information documents (INF), summary records (SR).

Executive Board Manual (rules of procedure, working methods)

C) Documents of the Secretariat (Archive group 6)

414 linear metres; languages : mainly English and French, but also Spanish, Russian and Arabic. Finding aids : list of UNESCO documents and publications (CPG/List, ARC/List), 1949-1973; UNESCO list of documents and publications (ULDP), 1972- (annual volume and five-year cumulation 1972-1976); index of field mission reports, 1947- ; registers, 1946- : card-indexes of documents, 1946-1971; list of Secretariat documents by series symbols, 1946-1978 (draft); list/calendar of conferences and meetings, 1947- . Main finding aid since 1972 is the computer-produced ULDP; on-line interrogation of the data base is possible in the Documentation Systems Division.

Series

Documents (D), 1947-1950.

Main series documents (general distribution; ED, EXP, IES, NS, REC, SS, CUA, CLT, MC, TA), 1947-1967; (ED/MD), SC/MD), 1967- ; (SHC/MD, COM/MD) 1967-1975; (SS/MD, CC/MD), 1975- .

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Working series documents (limited distribution, WS), 1950-1967; (ED/WS, SC/WS), 1967-   ; (SHC/WS, COM/WS), 1967-1975; (SS/WS, CC/WS), 1975-   .

Meeting documents (departmental code/Conf., Sem.), 1947-1967; (ED/CONF, SC/CONF), 1967-   ; (SHC/CONF, COM/CONF), 1967-1975; (SS/CONF, CC/CONF), 1975-   ; (CS), 1964-1967; (Sector Code/CS), 1967-1969.

Circular letters (CL), 1947-   .

Speeches of the Director-General (DG), 1946-   .

Press releases, 1946-   ; press reviews, 1947-   ; public information documents (PI), 1967-   .

Statistical questionnaires (ST/Q) 1950-1968; (STC/Q, STE/Q, STS/Q), 1968-   .

Field mission reports (FR, RM, IM; RP, PR, PP, TA, AT, SF, UNDP, PNUD, ASMS, TR; WS, BMS/RD, RMO/RD, FMR); 1947-   .

International documents : UNESCO Bulletin, 1946; DG bulletins (DGB), 1946-1948; staff circulars (St.C), 1946-1948; UNESCO Manual, 1949-1951, 1957-1960, 1960-   ; PEM memos, 1950-1956; administrative memoranda (ADM), 1954-1957; DG instructions (M. MA, T) and DG information circulars (ICM, ICT), 1957-1960; administrative circulars, 1960-   ; programme activity details (PAD), 1960-   ; manning table of posts, 1961-   ; lists of members of the Secretariat, 1946-   .

D) Publications of UNESCO (Archive group 7)

376 linear metres; languages : English and French. Finding aids : Bibliography of publications issued by UNESCO or under its auspices, the first twenty-five years : 1946 to 1971, Paris, UNESCO, 1973; UNESCO list of documents and publications (ULDP), 1972-   , Paris, UNESCO; Publications catalogue 1977-78, Paris, UNESCO, 1978; UNESCO literature translation programme, catalogue, Paris, UNESCO, 1974; Scientific maps and atlases, catalogue, Paris, UNESCO, 1976; cumulative and annual indexes to periodicals Main finding-aid is since 1972 the computer-produced ULDP; on-line interrogation of the data base is possible in the Documentation Systems Division.

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Series :

Publications of UNESCO and its Regional Offices, UNESCO authorized or subsidized publications, publications of the National Commissions for UNESCO : monographs, serial publications, periodicals, maps and atlases, slides and gramophone records.

Microcopies (Archive group 11)

24,000 microfiches and 37 rolls of microfilm; languages : English, French and Spanish. Finding aids : UNESCO list of documents and publications (ULDP), 1972-   ; listings of microfiches by document code; also on-line interrogation facility in the Documentation Systems Division; Publications catalogue, Paris, UNESCO, 1977, pp. 105-107.

Series :

Documents of the Conference of Allied Ministers of Education (CAME) 1942-1945.

Documents and records of the Preparatory Commission (Prep. Com.) 1945-1946.

Documents of the General Conference (ECO/Conf.,C) 1945-   .

Documents of the Executive Board (EX) 1946-   .

Documents of the Secretariat 1972-   (selective microfilming of earlier documents).

Microfilms (roll films) and microfiches of UNESCO publications.

Tape recordings (Archive group 12)

1,887 tapes; languages : English, French, Spanish, Russian and Arabic. Finding aids : Lists of tape recordings; répertoire des interventions; index of speakers in General Conference plenary meetings (see archive group 4).

Series :

General Conference plenary, Commission and Committee meetings 1968-   .

Executive Board plenary meetings, 1968-   .

UNESCO conferences and meetings.

After 21 October 1968 (15 C/) there are no more printed summary records (SR) on General Conference commission meetings, and only tape recordings exist. As for the Board, after the

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same date (80 EX) there are in addition to printed summary records of plenary meetings verbatim records (VR) on tape. Tape recordings of other UNESCO meetings are kept only exceptionally more than two years; consultation in GES/BM office N° S.008, tel. 20-00.

Description of external archive groups

International Institute of Intellectual Cooperation (I.I.C.I)

Administrative history of the Institute

On 4 January 1922 the Council of the League of Nations decided to create an International Committee on Intellectual Cooperation (C.I.C.I.) and gave it a consultative status with the Council. The International Institute for Intellectual Cooperation was established by the French Government in response to the appeal of the Assembly of the League addressed to Member Governments and asking for moral and financial support for the Committee so that it could carry out its important work. The League accepted the French offer, the Institute came into being by a French law promulgated on 9 August 1925, and was officially inaugurated on 16 January 1926.

The Institute was administered by a Governing Body, which was composed of the members of the League Committee on Intellectual Cooperation1), and by a Director's Committee. The Institute worked within the framework of the League, but it was independent of the League Secretariat as well as of the French authorities. The Institute received an annual contribution from the French Government and several other governments. Its main task was to ensure the continuity of the work of the League Committee, to prepare its meetings and to function as its executing agency. Delegates appointed by the Governments kept contact with the Institute and its organs. Furthermore there were National Commissions for Intellectual Cooperation in countries which cooperated with the League Committee and the Institute. In 1939 there were altogether 44 delegates accredited to the Institute and National Commissions.

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1) The League Secretariat's Section of International Bureaux and Intellectual Cooperation functioned as secretariat to the Committee cf. notice on the Archives of the League of Nations.

The purpose of this international intellectual cooperation was defined as being the progress of civilization and human knowledge, notably the development and diffusion of sciences, humanities and arts and the creation of an atmosphere favourable to pacific solutions of international problems.

During the negotiations which led to the establishment of UNESCO, it was decided that the Institute would cease its activities, which were to be continued under the aegis of UNESCO. The first General Conference accepted an agreement to this end concluded between UNESCO and the Institute. The Institute was closed at the end of the year 1946 and UNESCO inherited its assets including the archives.

Directors of the Institute :

Julien Luchaire	1925-1931
Henri Bonnet	1931-1944
Jean-Jacques Mayoux	1945-1946

Bibliography

Bonnet, Henri, La Société des Nations et la coopération intellectuelle (Cahiers d'histoire mondiale 1966, pp. 198-209).

L'Institut international de coopération intellectuelle, 1925-1946. Paris (s.a.).

See for other references : Répertoire of League of Nations Serial Documents, by Victor Yves and Catherine Ghebali vol. II, New York, 1973 pp. 529-530.

International Institute of Intellectual Cooperation (I.I.C.I.)

(Archive group 1). Paris 1925-1946; 115 linear metres; languages: French and English.

Finding aids : Inventory of correspondence files 1924-1947, including files of the International Museums Office and the French Committee of the International Educational Cinematographic Institute; name and subject index to correspondence files; card index to documents; *liste des codes de documents de l'I.I.C.I. et de la C.I.C.I.*; list of publications of the Institute 1933, 1934, 1935, 1945, 1948; card index to publications.

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Series :

Correspondence files 1924-1946 of the Institute with files on liquidation 1947-1954.

Account books of the Institute.

Files of the International Museums Office (O.I.M.) 1926-1946.

Files of the French Committee for the International Educational Cinematographic Institute (I.C.E., Rome).

Documents of the Institute, its Governing Body, Director's Committee, Conferences and Committees.

Documents of the League of Nations concerning intellectual cooperation : League Assembly, Council and the International Committee on Intellectual Co-operation (C.I.C.I.).

Documents of the International Museums Office (O.I.M.).

Publications of the Institute.

Conference of the Allied Ministers of Education (CAME) (Archive group 2) London 1942-1945; 2 linear metres; languages : English and French. Finding aids : List of documents and correspondence files; index of documents; list of documents (item by item).

For the history of CAME see p. 135

Series :

Documents of the Conference and summary records of meetings 1942-1945.

Correspondence files 1942-1947.

Preparatory Commission of UNESCO (Prep. Com.) (Archive group 3) London - Paris 16 November 1945 - 6 December 1946; 9 linear metres; languages : English and French. Finding aids : List of documents; card index of documents list of correspondence files with classification plan; name and subject index of correspondence files : mail register (log book) 21 March 1946 - 17 December 1946.

For the history of the Prep. Com. see p. 136

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Series :

Documents and records of the Commission, Executive Committee, Programme Committees and the Technical Sub-Committee on the Needs of the War Devastated Areas.

Correspondence files November 1945 - 17 December 1946.

Archives of the Staff Association (STA) (Archive group 10)

14 linear metres; languages : English and French. Finding aids : Inventory.

Series :

Publications : Mercury, 1946-1948, Staff Association Bulletin, 1949-1954, Opinion, 1955- .

Documents : circulars, reports, records of the Executive Committee, Council and Assembly; documents of the United Nations and FICSA 1946- .

Correspondence files 1946- .

Accounts.

Other reference sources available at UNESCO

Photo Section and Production Section (OPI/PAV)

Finding aids :

Catalogue : photos, films, film fixes, film strips; UNESCO films 16 mm. Paris. UNESCO 1975.

Film reference library catalogue. Paris, UNESCO 1972.

First supplement 1973-1974. Paris, UNESCO.

English language recordings. Catalogue as at April 1977. (PI/R/809).

Catalogue de programmes radiophoniques 1972 (PI/R/728).

Catalogue de programmes radiophoniques. Supplément novembre 1972-novembre 1976 (PI/R/1332).

Catálogo de programas seleccionados (PI/R/110).

Series :

Photos on UNESCO activities.

Radio programmes.

Films.

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Annex I

(UNESCO Manual, Appendix 9 G, August 1977)

RULES GOVERNING ACCESS BY OUTSIDE PERSONS TO UNESCO ARCHIVES

The rules set out below govern the access by persons other than members of the Secretariat to the archives of UNESCO, including access to the archives that other bodies have deposited with the Organization. The rules are drawn to the attention of such persons by the Chief Archivist of the UNESCO Secretariat.

1. UNESCO documents and field mission reports, UNESCO publications and UNESCO-licensed publications are freely accessible in the reading room of the Archives Section. However, documents marked restricted or confidential may be consulted only if the prior agreement of the relevant unit of the Secretariat has been obtained.

2. Secretariat records, correspondence and administrative files are open for consultation after thirty years, counted from the most recent item in the file, with the exception of certain types of materials where UNESCO may decide on a shorter period, and of the following materials which are open for consultation, unless UNESCO decides otherwise, only after fifty years :

   (a) files containing exceptionally sensitive information on relations between UNESCO and its Member States, between UNESCO and the United Nations, intergovernmental and non-governmental organizations;

   (b) files containing papers which, if divulged, might injure the reputation, affect the privacy or endanger the safety of individuals;

   (c) personnel files of officials or agents of UNESCO;

   (d) confidential files of the office of the UNESCO Director-General, Deputy Director-General and Assistant Directors-General.

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3. Access to a paper or files that is within the open period may however be refused if the Chief Archivist of the UNESCO Secretariat considers that it is unmistakably of a confidential nature still.

4. An exception regarding access to a paper or file that is not yet in the open period may be made by the Chief Archivist, with the agreement of the appropriate official(s) or unit(s) of the Secretariat, subject to the terms of paras. 5, 6 and 7 below and provided that :

(a) he is satisfied that the aplicant, who may be required to provide documentary evidence, has a legitimate interest in material of more recent data, and

(b) the granting of access to such material would in no way be detrimental to the interest of the Organization.

5. According to the type of material consulted, a beneficiary proposing to make use thereof in a text to be published may be required to submit the manuscript to UNESCO for its agreement on the parts of concern to the Organization.

6. For the copying, reproduction and/or publication of material in the UNESCO Archives to which access is granted, the Organization is unable to release beneficiaries from any obligations that may exist in respect of the copyright ownership of such material.

7. A beneficiary is required to deposit with the UNESCO Archives one copy, on issue, of any text that, in whole or in part, is based on or relates to material made available from the archives of the Organization.

Annex II

(UNESCO Manual, issue no. 538, 26 March 1976)

875 - COPYRIGHT OF DOCUMENTS

A. This Item covers the copyright of UNESCO documents. For the copyright of publications (and audio-visual materials) see Item 1325. All rights, including copyright, in any document reproduced by a staff member as part of his official duties are vested in the Organization (Staff Rule 101.9 - see Item 2100).

B. The text of any UNESCO document duplicated in multiple copies and distributed outside the Secretariat may be considered to have been "published" in the legal sense, and problems may arise in certain instances if, from the time of first publication, the copyright notice stipulated in Article III of the Universal Copyright Convention - i.e. the symbol C accompanied by the name of the copyright proprietor and the year of first publication - does not appear on all copies of a document. Also, the copyright notice is, in certain cases, a condition for the conclusion by UNESCO of a contract covering all or part of the text of a document for publication in the original language or in translation.

C. UNESCO documents, including those issued by established offices away from headquarters, may be divided, for copyright purposes, into three main groups as indicated below.

1. Documents that require a copyright notice. Any document in which the Organization does not control any or all of the rights must carry a copyright notice in the form agreed with the owner of the rights.
2. Documents that may require a copyright notice. Any document (not already covered by para. 1 above) whose contents are of a programme or substantive nature and are potentially suitable for incorporation in a future UNESCO publication and/or contain material potentially of general interest to educators, scientists, etc. throughout the world, should carry a notice of copyright protection identical with that used for UNESCO publications : see Item 1325.

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3. Documents that should not carry a copyright notice are : General Conference documents, Executive Board documents, documents primarily of interest to those concerned with the formulation of the Organization's objectives and programmes, documents serving an administrative purpose, and public information documents such as press communiqués.

D. In Documents Annexes to PADs and in Detailed Meetings Plans (form 94), Sectors/Bureaux will identify documents that will require a copyright notice.

E. Responsibility.

1. Programme Specialists entrusted with the preparation of documents are responsible for ensuring that :
   a. documents that will require a copyright notice are so identified in Documents Annexes to PADs and Detailed Meeting Plans;
   b. when sent to COL for reproduction, documents include the prescribed text of the copyright notice when considered appropriate and even if a document has not been identified earlier as requiring such notice. In case of doubt, programme specialists may consult the Sector Publications Unit or the COL Planning Unit.
2. AOs are responsible for ensuring that attention has been paid to the identification of documents that will require a copyright notice before Documents Annexes to PADs and Detailed Meeting Plans are forwarded to COL for action.
3. COL is responsible for :
   a. consulting Sectors about any documents in Documents Annexes to PADs or Detailed Meeting Plans which are identified as requiring a copyright notice but which it may appear to COL should be so identified;
   b. checking, on receipt of a document from a Sector for reproduction, whether it has been identified earlier as requiring a copyright notice and, if so, whether such notice is included;
   c. checking, when a copyright notice is required in a document, that the text is in the prescribed form.

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4. Directors of established offices away from headquarters are responsible for ensuring that the provisions of para. C above are observed in respect of documents issued by their offices.

F. The granting of reproduction and translation rights for UNESCO-owned copyright documents is the responsibility of PUB : see Item 1325. H.

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Annex III

List of UNESCO Regional Offices, Institutes and Centres with the years of establishment or activity

UNESCO Liaison Office with the United Nations (New York, USA) NYO	1946
UNESCO Office in London (United Kingdom)	1946-1947
UNESCO Offices in Germany (Stuttgart, Mainz, Düsseldorf 1949-1950, Wiesbaden 1950-1951)	1949-1951
UNESCO Office in Japan (Tokyo)	1949-1952
UNESCO Liaison Office in Washington D.C. (USA)	1963-1965, 1978
UNESCO Office for Liaison with the Economic Commission for Africa (ECA) and the Organization of African Unity (OAU) (Addis Ababa, Ethiopia)	1964

Education

Regional Office for Education in Latin America and the Caribbean (Santiago, Chile) OREU	1963
Regional Office for Education in Asia and Oceania (Bangkok, Thailand) ROEA	1961
Asian Institute for School Building Research (Bandung, Indonesia to 1964, Bangkok, Thailand 1965-1966, Colombo, Sri Lanka since 1966) ARISBR	1962-1972
Regional Centre for Educational Information and Research (Accra, Ghana) CRUIRP	1962-1969
Regional Office for Education in Africa (Dakar, Senegal) GRPE/BREA; BREDA	1969
Regional Educational Building Institute for Africa (Khartoum, Sudan) RSBCA, REBIA	1961-1972
Regional Office for Education in the Arab States (Beirut, Lebanon) UNEDBAS	1961
Regional Centre of Functional Literacy in Rural Areas for the Arab States (Sirs-el-Layyan, Egypt) ASFEC	1952
Regional Centre for Functional Literacy in Rural Areas for Latin America (Patzcuaro, Mexico) CREFAL; autonomous 1975	1950
International Bureau of Education (Geneva, Switzerland) IBE agreement with UNESCO 1947; integrated with UNESCO 1969	1925
International Institute for Educational Planning (Paris, France) IIEP	1963
European Centre for Higher Education (Bucharest, Romania) CEPES	1973

Science

Regional Office for Science and Technology for Africa (Nairobi, Kenya) UCRSTA	1965
Regional Office for Science and Technology for Latin America and the Caribbean (Rio de Janeiro, 1948 Montevideo, Uruguay) LASCO	1947
Regional Office for Science and Technology for the Arab States (Cairo, Egypt) UFSOAS	1947
Regional Office for Science Technology for South and Central Asia (New Delhi, India) SASCO	1948
Regional Office for Science and Technology for South-East Asia (Naking, Shanghai, then Manilla, 1951, Jakarta, Indonesia) SEASCO	1947
Scientific Co-operation Bureau for Europe (Paris, France) SC/CSE	1972

Culture, Communication and Social Sciences

Regional Office for Culture in Latin America and the Caribbean (Havana, Cuba) HAVCO	1949
Liaison Office for the International Campaign to Save the Monuments of Nubia (Cairo, Egypt)	1964
Liaison Office for the Safeguarding of Venice (Rome, 1973 Venice, Italy)	1967
Karachi Centre for Culture and Book Development in Asia (Pakistan) READSCO	1958
UNESCO Research Centre on Social and Economic Development in Southern Asia (New Delhi, India URCSA	1956-1966

UNESCO Institutes in Germany

UNESCO Institute for Education (Hamburg, Germany	1951
UNESCO Institute for Youth (Gauting/Munich, Germany)	1951-1965
UNESCO Institute for Social Sciences (Cologne, Germany) succeeded by the Political Science Institute of the University of Cologne	1951-1960

UNITED NATIONS ENVIRONMENT PROGRAMME (UNEP)

Address : Gigiri (off Limuru Road)
Nairobi
Kenya
Postal address : P.O. Box 30552
Nairobi
Kenya
Telegraphic address : UNITERRA NAIROBI
Telex : 22068
Telephone : 33.39.30
Opening hours : Monday to Friday, 8 a.m. to 4.30 p.m.
Working languages : English, French and Spanish.

The Registry is responsible for the archives of the Secretariat, except for those of the Division of Information, the Personnel Services, the Finance Section and the Conference Section, which manage their own files.

Non-official access to the archives is dealt with on an ad hoc basis. UNEP adhers to United Nations copyright regulations. Any person is free to copy material distributed by UNEP unless otherwise indicated. If material is under a copyright, permission to reproduce must be sought from UNEP.

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Brief administrative history

On the recommendation of the United Nations Conference on the Human Environment, held in Stockholm in June 1972, the General Assembly decided, on 15 December 1972, to create :

1. A Governing Council for the Environmental Programme composed of 58 member states elected by the General Assembly;
2. A small Secretariat to serve as a focal point for environmental action and co-ordination within the United Nations system to be headed by an Executive Director elected by the General Assembly on the nomination of the Secretary General;
3. An Environment Fund to provide additional financing for environmental programmes;
4. An Environmental Co-ordination Board under the chairmanship of the Executive Director.

The Secretariat, which began its work in Geneva, was moved to Nairobi in 1973.

Executive Directors : Maurice F. Strong, 1972-1975
Mostafa K. Tolba, 1976-

Description of the archives

As UNEP is a relatively new organisation, the primary emphasis has been placed up the establishment of the Registry itself, and aside from the designation of the Registry as the responsible unit and some work on the collection of potential archival material, no formal archives have been established. Therefore, both active and inactive file series, and both Registry and Office files are listed below.

Series

A. Documentation and correspondence pertaining to the Conference on the Human Environment, Stockholm, June 1972, and the establishment of the United Nations Environment Programme. The period covered is 1970-1973, and the volume is 15½ linear metres. Cf. under C below.

B. Tape recordings of the first six sessions of the UNEP Governing Council. The period is 1973-1978, and the volume 220 reels. /‾Finding aid : tape logs_7.

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C. Records of the Office of the Executive Director. There are three file series under this heading. It should be noted that the first and second series contain a substantial amount of material pertaining to the Conference on Human Environment and the establishment of the United Nations Environment Programme.

1. Office of the Executive Director (series reference : 42/../..). Part of the files originated in the Registry of the United Nations Office at Geneva (q.v.) and were transfered in 1974. The period covered is 1972-1977, and the volume 21 linear metres. /‾Finding aid : File list_7.
2. Office of the Deputy Executive Director (series reference : DED). The period covered is 1973-1977, and the volume 12½ linear metres. /‾Finding aid : File list_7.
3. Office of the Executive Director (series reference : ORG). The series was opened in 1978, and the volume is five linear metres. /‾Finding aid : Classification Manual_7.

D. Records of Bureau of the Programme and Bureau of the Environment Fund, which contain the following series :

1. Programme Matters (series reference : 1/..). The period covered is 1974-1975, and the volume 15½ linear metres. /‾Finding aid : File list_7.
2. Programme Matters (series reference : PRO). The series was opened in 1976, and the volume is 21½ linear metres. /‾Finding aid : Classification Manual_7.
3. Project proposals and approved Projects. /‾Finding aid : Card indexes by submitting organisation, region, activity area (i.e. budget code where, if approved, the idea will be funded) and country is applicable_7. There are three sub-series : Ideas for projects (ID), 1973-1975 (3½ linear metres); Project Proposals (PP), 1973- (eleven linear metres); and Approved Projects (FP/), 1973- (72 linear metres).

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4. Fund Matters (series reference : FUND). The series was opened in 1973, and the volume is 3½ linear metres.

E. Records of the Administration (excluding the Conference, the Personnel and the Finance Sections, which manage their own files). There are two series, ADM/GS, which covers the period 1973-1976 (seven linear metres), and ADM, which was opened in 1977 (eleven linear metres).

Plans exist to begin a survey of the archival holdings of the regional and liaison offices in Geneva, New York, Bangkok, Mexico, Nairobi and Beirut in 1979.

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)

N.B.: In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-Book of International Organisations (1977 edition) and from the reply to the 1974 questionnaire for the preliminary study.

Address : Centre William Rappard
154, rue de Lausanne
CH - 1202 Geneva
Téléphone : 31.02.61

The Communications, Archives and Reproduction Services of the Administration and Management Division is responsible for the correspondence files. The audiovisual material is kept by the Photo & Film-Library of the Public Information Section.

There is no access for outsiders to the correspondence files, but the Photo & Film-Library is open to the public.

Brief administrative history

The UNHCR was initially "established for a three-year period from 1 January 1951 by the General Assembly of the United Nations. The mandate of the High Commissioner's Office has since been

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renewed at 5-year intervals. Under the General Resolution No. 2957 (XXVII) adopted in November 1972, the Office was prolonged until 31 December 1978. UNHCR is not a specialized agency, it is a programme which forms an integral part of the United Nations".

"The UNHCR has two principal functions : Providing international protection for refugees, which consists in promoting a liberal application of asylum and, once this has been granted, protecting the rights of refugees in essential areas of concern such as employment, education, settlement, free movement and a guarantee that they will not be sent back to a country where their life and liberty would be threatened; and, secondly, the search for permanent solutions to the problem of refugees, by helping governments and private organizations to facilitate the agreed repatriation of these refugees and their integration into new national communities. Providing material assistance so as to put the refugees into such a position as to meet their personal needs."

Description of the archives

All correspondence of the Office since 1950. The volume of the archives is approximately 1.000 linear metres.

Relevant records kept elsewhere

Agreements concluded between UNHCR and other agencies (1955-1966) as well as Indemnification Section records (1952-1975) are kept by the archives Unit of the United Nations Office at Geneva.

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO)

N.B.: In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-Book of International Organizations (1977 edition) and from the reply to the 1974 questionnaire for the preliminary study.

Address : Lerchenfelderstrasse 1
Vienna
Austria
Postal address : P.O. Box 707
A - 1070 Vienna
Telegraphic address : UNIDO WIEN
Telex : 75612
Telephone : 4350
Opening hours : Monday to Friday, 8.30 a.m. to 5.30 p.m.

Access : The archives are not yet open to searchers from outside the United Nations.

Brief administrative history

The organisation was established on 1 January 1967, following the adoption by the General Assembly of the United Nations of resolutions 2089 (20 December 1965) and 2152 (17 November 1966). Its aim is to promote and accelerate the industrialization of developing countries. The governing organ,

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the Industrial Development Board, is composed of 45 members elected by the General Assembly from among the Member States of the United Nations and specialised agencies and meets normally once a year. The Executive Director is appointed by the Secretary-General of the United Nations and confirmed by the General Assembly.

Description of the archives

The volume of the archives is 600 linear metres. The main part are registry files grouped by project or subject, working files from different offices within UNIDO, and files concerning the administration of UNIDO itself. Finding aids : archive inventories and card indexes.

The archives do not include external archive groups. Records from the predecessor (Centre for Industrial Development of the Department of Economic and Social Affairs within the United Nations Secretariat in New York) are only in exceptional cases to be found in the UNIDO archives.

UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH (UNITAR)

N.B. In the absence of information supplied directly by the organisation itself, the particulars given below have been taken from the Year-Book of International Organizations (1977 edition) and from the reply to the 1974 questionnaire for the preliminary study.

Address : 801 United Nations Plaza
New York 10017
United States of America
Telegraphic address : UNINSTAR NEW YORK
Telex :
Telephone : 754-8627
Opening hours : Monday to Friday, 9.30 a.m. to 5.30 p.m.
Working languages : English, French

Access for the public is possible in some cases. "UN rules apply in most cases. Part of the research data collected are open to bonafide scholars who apply for study and obtain the persmission of the Institute". Non-current files are deposited with the Archives Section of the United Nations Headquarters (q.v., especially page 243).

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Brief administrative history

UNITAR was established as an autonomous institution within the framework of the United Nations on 11 December 1963 by virtue of an United Nations General Assembly resolution.

Activities : Research Department Programme concerned with the analysis of UN activities and procedures, special studies of UN problems, function and structures, ad hoc conferences, settlement of disputes, regional economic co-operation. Department of Project on the Future is engaged in studies and international conferences on problems of the future of concern and interest to the United Nations system and with special emphasis on the establishment of the New International Economic Order. Current subjects of study and conferences include petroleum and nature-made gas, development planning for the future in Africa and Latin America, microbiological sources of energy, development strategies for arid zones. Training Department programme : special short-term intensive courses for senior officials of the UN system; special short-term intensive courses for national official on such subjects as peaceful settlement of disputes, UN development programmes, regional structures; regional training programmes on Development Assistance, International Law. Seminars and symposia, fellowships and internships.

The governing Body is the Board of Trustees, appointed by the Secretary-General of the United Nations in consultation with the presidents of the General Assembly and of ECOSOC. The Board is composed of 28 members (of which four are ex-officio) and meets once a year. The Executive Director is appointed by the United Nations Secretary General in consultation with the Board of Trustees.

LEAGUE OF NATIONS ARCHIVES AND HISTORICAL COLLECTION SECTION - UNITED NATIONS LIBRARY AT GENEVA

Address : United Nations Office at Geneva
8-14 avenue de la Paix
Geneva
Switzerland

Postal address : United Nations Office at Geneva
CH-1211 Geneva 10

Telegraphic address : UNATIONS GENEVE

Telex : 289696

Telephone : 34.60.11 or 31.02.11

Opening hours :(of the reading-room) : Monday to Friday, 9 a.m. to 12.30 p.m. and 1.30 to 5.30 p.m. (The reading-room is closed on the official holidays of the Office, and for some ten days around Christmas and New Year - enquire in advance).

Working languages : English and French

The Section keeps, in principle, only historical archives; the Office and various UN bodies connected with it manage their own archives[1] (see International Trade Center UNCTAD/GATT;

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[1] A certain number of archival documents which ought to have been kept by the United Nations were put into League files during the transition period (cf. also the Pelt and the Moderow papers mentioned later). On the other hand, some files concerning the repatriation of League Secretariat personnel are kept by the Archives of the United Nations Office at Geneva.

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United Nations Conference on Trade and Development; United Nations High Commissioner for Refugees; Office of the United Nations Disaster Relief Co-ordinator; United Nations Office at Geneva; and United Nations Research Institute for Social Development).

There are photo-copying machines for public use in the Library (20 Swiss centimes a page). Arrangements for microfilming may be made with a private firm in Geneva.

As the Section functions as a repository of archives of different origin, the rules of access, the history of the various institutions and of their archives as well as the bibliographies, will be found either under the following headings : I. Archives of the League of Nations, II. Archives of the (Permanent) International Peace Bureau, III. Suttner-Fried Papers, IV. Various Archive Groups (Fonds divers), or in the description of the individual archive groups.

The United Nations Organization makes no claim to copyright for records in its keeping. It can not, however, guarantee that such copyrights are not held by third parties.

I. ARCHIVES OF THE LEAGUE OF NATIONS

Rules governing access to the Archives of the League of Nations, as approved by the Secretary General of United Nations 26 December 1969 :

General conditions of access

1. The archives of the League of Nations, with the exception of the categories of material defined in paragraph 3 below, shall be open for consultation in situ from the beginning of the calendar year following the date on which the most recent item in the file concerned has attained fourty years.

Exemptions

2. The Director-General of the United Nations Office at Geneva may grant exemptions from the rule stated in paragraph 1 in favour of researchers proving a legitimate interest in material of more recent date. The Director-

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General may, however, refuse applicants access to documents which are unmistakably still of a confidential or secret nature. The beneficiary may be required to undertake to submit the manuscript of his work to the Director-General before publications.

Continued general inaccessibility of :

3. The following items shall remain closed for a period of sixty years :

Documents of States

(a) Files containing internal documents of national administrations unofficially communicated at the time to League of Nations officials or commissioners by Governments whose archives are not open to researchers for the dates in question;

Documents which might endanger individuals

(b) Files containing documents which, if divulged, might injure the repute, affect the privacy or endanger the safety of individuals;

Personal files

(c) Personal files of officials or agents of the League of Nations.

Reproduction and publication

4. The copying, reproduction and publication of documents to which access is given shall be subject to the following principles :

Copyright

(a) Researchers shall be warned that the United Nations is not in a position to release them from any obligations in respect of copyright held by persons whose works may be found in the archives;

Whole archive groups

(b) The reproduction or publication of large bodies of files (whole archive groups or large series therein) shall not be permitted;

(c) The United Nations services shall not be obliged to carry out the actual work of reproduction, even against payment.

5. The Director-General of the United Nations Office at Geneva shall be responsible for the implementation of this decision, particularly with regard to the determination of reserved files, the practical methods of providing access

> and the granting of the exemption for which provision is made in paragraph 2. He shall report annually to the Secretary-General on the operation of these rules, and shall report on each occasion when important exemptions are granted pursuant to paragraph 2.

Brief administrative history

The Covenant of the League of Nations forms the first part of the peace treaties of 1919 and 1920. The League came officially into being on January 10, 1920. Under the Covenant, the League was conceived as an essentially political organisation, entrusted with keeping the peace and with supervision (in practice rather loose) of certain ex-German and ex-Turkish colonies and territories, known as "Mandates". It was also its duty to create a Permanent Court of International Justice, which it did in 1922; to secure fair and humane conditions of labour (a task assumed by the International Labour Organisation); to assume general supervision over the execution of agreements with regard to the traffic in women and children as well as in dangerous drugs; to make provisions to maintain freedom of communications and transit, as well as equitable treatment for the commerce of Members; to endeavour to take steps for the control of disease2). Its technical duties were to assume an unexpected importance. Innumerable conferences on all kinds of problems were organised and studies were called for, the ravages of typhus in Eastern Europe were fought successfully, international loans were arranged for several States (among others, Austria and Hungary), it was discovered that a great part of the world's population suffered from malnutrition, etc. etc. The League undertook the protection of refugees in various ways and organised "Technical Assistance to China", a development programme of the nineteen-thirties.

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2) According to the Covenant, international bureaux already in existence should be placed under the direction of the League. Very few were. On the other hand, several autonomous institutions under League trusteeship were created during the inter-war period; one may thus speak of a "League of Nations system". Cf. notices on ILO, ICJ, UNESCO.

While its political activities practically ceased during the Second World War, its technical duties continued. The League was dissolved on April 18, 1946.

Secretaries-General : Sir Eric Drummond (later Lord Perth)
1919-1933
Joseph Avenol 1933-1940
Sean Lester 1940-1946

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(Because of the mass of works treating the League, what follows is a very narrow selection, mostly of recent works of a general character).

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General description of the League Archives

The Registry Files

The League had from the outset, in 1919, a Registry functioning on the model of that of the British Foreign Office of that period. The Registry started classification sections (not always identical with the Secretariat sections) as the need was felt. The sections were divided into dossiers (or series) and the latter into documents (or subfiles), which were very thin during the early years 3). In 1928 a new numbering system started, and the Registry sections approached those of the Secretariat. In 1933 numbering started once again from scratch.

The Section Files

In spite of an official policy of making practically all documents pass through Registry, some of the correspondence etc. remained in officials' offices. They were collected by the Registry, mostly in the later ninteen thirties, but were kept seperate from the original Registry files.

The Nansen Mixed Group

The refugee problem was treated by a series of different authorities, some succeeding one another, some being contemporaries. (At first Russians and Armenians were concerned and during the thirties other groups, such as Assyrians, Saarlanders and Germans were added). The activity of Fridtjof Nansen, League High Commissioner for Prisoners of War and Refugees, took place within the framework of the League Secretariat in 1920-1924, of the ILO in 1925-1929 and once again of the Secretariat from January 1, 1930. On April 1, 1931, about a year after Nansen's death, an autonomous institution, the Nansen International Refugee Office, was created under League auspices. The Office functioned until 1938. From 1933 onwards other authorities were set up with differing relationships with the

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3) The system, and especially the terminology, were in fact more complicated and were later changed to a certain extent. For more details, see the Guide.

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League, and the administrative situation became rather complicated, until the creation of the International Refugee Organization in 1948[4].

As the files of one authority were often taken over by its successor, who continued to add to them, the provenance problem is complicated. For this reason, all the files are listed under the heading "Fonds Mixte Nansen" in the Répertoire général; in this description they are treated according to secondary provenance.

The Commission Files (or Archive Groups of External Origin)

This expression covers records created by League organs such as the Saar Basin Governing Commission, by international committees that were in one way or other under League guardianship (e.g. because it nominated the president) such as the Mixed Greco-Bulgarian Emigration Commission, or by Secretariat elements detached from Geneva permanently or temporarily, such as the Economic and Financial Section in Princeton (1940-1946). Several archive groups of this kind form, however, a part of either Registry or Section Files; the records of the Mosul Enquiry Commission and those of the Lytton Commission are thus part of the Political Section files, and the Archives of the Commission for the Administration of the Leticia Territory form a "Bukly Enclosure" etc. Conferences and Congresses organised by the League outside Geneva were serviced by the Secretariat, including Registry personnel, and their records can be found, with rare exception, among the Registry or Section Files.

The "Private Papers"

The expression is used here to describe records that were in private possession and were incorporated in the Archives of the League after its liquidation.

The Collections

Under this heading a variety of items are to be found :

- Collection of Conventions, Ratifications and other Diplomatic instruments deposited with the League Secretariat;

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4) For more details see the Guide, and in particular the introduction to the Mixed Group in the Répertoire général.

- The Daily Synopsis (roneoed abstracts of registered correspondence). For other parts of the printed archives, see below.
- Bulky Enclosures to the Registry Files.

(- The League of Nations Museum, which exhibits archival documents, photographs, portraits, books etc. illustrating the activities of the League and its predecessors[5]);

(- the audiovisual collections consist mostly of photographs of League personalities and of the Palais des Nations[6]);

(- the Silbernagel Collection consists of propaganda material on the entry of Switzerland in the League);

(- the printed archives, called "Document Collections" are kept by the Reader's Services and Documentation Section of the Library. They constitute, in spite of some gaps, the largest existing accumulation of printed or roneoed League publications).

Description of the various parts of the League of Nations Archives[7]

General finding aids[8]: 1) The Guide to the Archives of the League of Nations (cf. Bibliography). 2) Archives de la Société des Nations. Répertoire général 1919-1946, vol. I-III (available for consultation only in Geneva[9]), which is constantly revised,

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5) The Museum also contains some items illustrating the activities of the Office of the United Nations High Commissioner for Refugees.

6) The films and sound recordings contemporary to the League are kept at the United Nations Headquarters in New York, the films with the Information service and the recordings with the Telecommunications Section (cf. Descriptive Catalogue of League of Nations Sound Recordings. / UN document / ST/OGS/SER.F/3, November 29, 1971).

7) In view of the size of the Archives, the series properly speaking are not listed here, only the formal subdivisions.

8) Only finding aids considered to be of more than occasional usefulness for the student are mentioned here or later.

9) A microfilm copy is kept by the Archives Section at United Nations Headquarters; it shows, however, only the state of the Répertoire in 1969.

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describes the Archives down to file (but not sub-file) level10).
3) The Documents Index, created by the League Registry, refers the reader to Registry files containing League printed or roneoed publications.

Registry Files 1919-1927 (297 linear metres) are divided into the following sections (unless the years are indicated, the files of the appropriate section cover the whole period) :

1) Mandates
2) Administrative Commissions and Minority Questions. General.
3) " " . Saar Basin.
3A) " " . " Plebiscite, 1922-1926.
4) " " . Danzig.
8) Disarmament.
9) Military Questions, 1919-1920.
10) Economic and Financial.
10A) Financial Conference in Bruxelles, 1920.
10B) Austria, 1922-1927.
11) Political.
12) Social (general and protection of women and children).
12A) Opium traffic.
12B) Health (Security microfilm at the WHO-archives).
13) International Bureaux and Intellectual Co-operation.
13A) " " . Economic, 1919-1924.
13B) " " . Social, 1919-1924.
13C) Intellectual Co-operation, 1921-1927.
14) Communications and Transit.
14A) International Transit Conference in Barcelona, 1921.
15) Labour.
16) ILO Conference (Washington 1919), 1919-1920.

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10) The arrangement of the Répertoire général is different from the one used here, in so far that the Répertoire is divided according to the Secretariat Sections or Services that have created the files. Such an arrangement is more useful to most students, but the simple inventory has been preferred here, for two reasons : in order to conform with the other descriptions of this guide and to present the holdings in a second perspective, as it were.

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17) Treaties.
18) Library.
19) Legal.
21) Permanent Court of International Justice, the Hague.
22) Public information.
23) Social. Women's Questions, 1919-1922.
25) Organisation. General. 1919-1920.
26) Assembly.
27) Council.
28) Admissions to the League.
29) International Secretariat.
30) Establishment. General.
31) Financial Administration.
32) Buildings and Furniture.
37) Printing and Stationery, 1919-1922.
39) Miscellaneous.
40) General.
40A) Geneva (economic questions) and the Hague (Russia) Conferences, 1922.
40B) The Lausanne Peace Conference, 1922.
41) Minority Questions.
42) Prisoners of War, 1920-1924.
43) Printing and Publishing, 1921-1927.
44) International Bureaux. Education, 1921-1922.
45) Russian Refugees, 1921-1924.
46) Administrative Commissions, Upper Silesia, 1921-1923.
47) Famine in Russia, 1921-1923.
48) Refugees from Asia Minor, 1922-1927.
49) Requests for Secretariat Publications, 1923-1927.
50) Customs, 1923-1927.

(Finding aids : Name Index (card-index of correspondents) 1919-1927. Subject Index, 1919-1927).

Registry Files 1928-1932 (290 linear metres) :

1A) Political. General, 1927-1933.
1B) " . Admissions to the League, 1929-1932.
2A) Administrative Commissions. General, 1927-1939.
2B) " " . Danzig, 1928-1942.

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2C) Administrative Commissions. Saar Bassin, 1926-1933.

3A) Legal. General, 1927-1940.

3B) Labour, 1927-1933.

3C) Permanent Court of International Justice, 1927-1947.

3D) Treaties, 1927-1932.

3E) Codification of International Law, 1927-1936.

4) Minorities, 1926-1935.

5A) International Bureaux. General, 1927-1933.

5B) " " . Intellectual Co-operation, 1927-1936.

5C) " " . Youth Questions, 1927-1933.

6A) Mandates, 1927-1937.

6B) Slavary, 1927-1935.

7A) Disarmament. General, 1927-1938.

7B) " . Conference, 1927-1936.

8A) Health. General, 1927-1938. (Security microfilm at the WHO-archives)

8B) Health. International Liaison, 1927-1933. (Ditto).

8C) " . Malaria, 1927-1933. (Ditto).

8D) " . Epidemiological Intelligence Service, 1927-1936. (Ditto).

8E) Health. Sera and Biological Products, 1928-1935. (Ditto).

8F) " . Infant Welfare, 1927-1933. (Ditto).

8G) " . Insurance, 1927-1943. (Ditto).

9A) Transit. General, 1927-1933.

9B) " . Inland Navigation, 1928-1933.

9C) " . Ports and Maritime Navigation, 1927-1939.

9D) " . Railways, 1928-1933.

9E) " . Electric Questions, 1928-1939.

9F) " . Road Traffic, 1927-1939.

9G) " . Posts, Telegraphs, Telephones, 1928-1937.

9H) " . Aerial Navigation, 1928-1937.

10A) Economic & Financial. General, 1927-1939.

10B) " " . Statistics, 1927-1933.

10C) " " . Customs, 1928-1933.

10D) " " . Economy, 1927-1937.

10E) " " . Finance, 1927-1937.

11A) Social. General, 1927-1935.

11B) " . Traffic in Women and Children, 1927-1934.

11C) Social. Child Welfare, 1927-1934.
12) Opium, 1927-1941.
12A) " . Permanent Central Opium Board, 1927-1936.
13) Information, 1927-1938.
14) Council, 1928-1933.
15) Assembly, 1927-1936.
16) Library, 1928-1936.
17) Financial Administration, 1927-1938.
18A) Internal Administration. General, 1921-1933.
18B) " " . Buildings and furniture, 1927-1946.
19) League Documents, 1927-1942.
50) General and Miscellaneous, 1927-1935.

(Finding aids : Classification Registers (lists of sub-files) 1928-1932, 17 volumes; Name Index 1928-1932; Subject Index 1928-1932).

Registry Files 1933-1946 (360 linear metres)

1) Political, 1932-1947.
2A) Greco-Turkish and Greco-Bulgarian Population Exchanges, 1933-1941.
2B) Administrative Commissions. Danzig, 1932-1940.
2C) " " . Saar Bassin, 1933-1946.
3A) Legal. General, 1932-1948.
3B) Labour, 1933-1946.
3C) Permanent Court of International Justice, 1933-1947.
3D) Treaties, 1933-1947.
3E) Codification of International Law, 1933-1945.
4) Minorities, 1927-1945.
5A) International Bureaux. General, 1933-1947.
5B) " " . Intellectual Co-operation, 1932-1947.
5C) " " . Youth Questions, 1932-1946.
6A) Mandates, 1933-1946.
6B) Slavery, 1933-1946.
7A) Disarmament. General, 1933-1942.
7B) " . Conference, 1933-1947.
8A) Health. General, 1932-1947. (Security microfilm in the WHO-archives).
8B) Health. International Liaison, 1932-1939. (Ditto).

8C) Health. Malaria, 1932-1946. (Ditto).
8D) " . Epidemiological Intelligence Service, 1933-1947.
(Ditto).
8E) Health. Sera and Biological Products, 1933-1946. (Ditto).
8F) " . Infant Welfare, 1933-1945. (Ditto).
9A) Transit. General, 1932-1951.
9B) " . Inland Navigation, 1933-1941.
9C) " . Ports and Maritime Navigation, 1933-1941.
9D) " . Railways, 1932-1947.
9E) " . Electric Questions, 1933-1946.
9F) " . Road Traffic, 1933-1946.
9G) " . Posts, Telegraphs, Telephones, 1932-1947.
9H) " . Aerial Navigation, 1933-1946.
10A) Economic Relations, 1932-1947.
10B) " Intelligence, 1932-1947.
10F) Finance, 1929-1946.
10D) Economic and Monetary Conference (London 1935), 1932-1937.
11A) Social. General, 1932-1947.
11B) " . Traffic in Women and Children, 1929-1946.
11C) " . Child Welfare, 1932-1946.
11D) " . Information Center for Documentation on Child
Welfare, 1934-1944.
12) Opium. General, 1932-1947.
12A) " . Permanent Central Opium Board, 1933-1961.
13) Public Information, 1933-1948.
14) Council, 1933-1946.
15) Assembly, 1933-1946.
16) Library, 1933-1946.
17) Financial Administration, 1933-1948.
18A) Internal " . General, 1933-1947.
18B) " " . Buildings and Furniture, 1932-47.
19) League Documents, 1932-1947.
20A) Refugees. General, 1932-1947.
20B) Russian Refugees, 1933-1946.
20C) Armenian " , 1933-1938.
50) General, 1932-1949.

(Finding aids : Classification Registers, 1933-1946, 21 volumes;
Name Index, 1933-1946; Subject Index, 1933-1946; World Health

Organization. Catalogue of Archives of the Health Section of the League of Nations, 1933-1946. WHO Archives Catalogue No. 1. /‾WHO document_7 MH.195.51).

Section Files

Political Section (7½ linear metres), 1919-1932. The Section files created from 1933 to 1940 were destroyed in 1940. Among the existing files are the records of the Mosul Commission (including the diary of Colonel Paulis) 1919-1925 and those of the Lytton Commission, 1930-1932 (partly in Chinese).

Economic and Financial Section, 1919-1938 (14 linear metres). This group is divided into several series according to provenance :

1) De Bordes's files : Mission to Austria, 1931-1938 (inventory 1936 in S.53:28); various questions, 1920-1931 (some of the files concern the Mixed Commissions for Greco-Bulgarian and Greco-Turkish Emigration as well as the Commission for the Establishment of Greek Refugees); Miscellaneous, 1920-1937. 2) Loveday's files, 1920-1931. 3) Expert Mission to Roumania, 1929-1933. 4) Nixon's files on Austria, 1920-1923. 5) Salter's files : Bulgaria, 1922-1931; Austria, 1921-1929; Various, 1923-1935. 6) Files of various origin, 1919-1934 (contains also material on transit, e.g. a card index on ports). (Finding aid : Inventory, from 1938, in 1933-46 : 18A/20789/20755).

Certain economic section files were taken away by the section in 1940; cf. Commission Files : Princeton Mission.

Social Section, 1919-1936(?). (7½ linear metres). These records concern in particular the traffic in women and children.

Opium, 1921-1946. (7 linear metres) : 1) Records of the Commission of Enquiry into the Control of Opium smoking in the Far East, 1923-1932. 2) Files and card-indexes on traffickers in dangerous drugs, 1921-1940. 3) Renborg's and Steinig's files, 1929-1946 (cf. Commission Files : Washington Office). 4) "Documents" OCS/Conf. series 977A - 1800, 1933-1946.

Mandates Section. 1) Files that have remained in Geneva, 1919-1938 (14 1/3 linear metres). (Finding aid : card-index to a part of the press clippings, 1920-1929). 2) Files returned from New York in 1968, 1917-1944 (10 linear metres). Finding aids : card-index 1917-1940 in S.1680 and register of petitions in S.1681).

Administrative Commissions Section (Saar Basin and Danzig), 1919-1945 (3 1/3 linear metres).

Minorities, 1919-1939 (9½ linear metres). (Several finding aids covering parts of the material.

Intellectual Co-operation, 1920-1933 (1½ linear metre).

Disarmament Section, 1919-1937 (10½ linear metres). Some of the files originated with the Conferences on the Regime of the Straits (Montreux) 1936-1937, on the Mediteranean (Nyon) 1937, and on the Abolition of the Capitulations in Egypth (Montreux)1937 - the section having supplied the secretariat for these conferences, organised outside the League framework.

Transit Section, 1909-1932 (2 linear metres). Cf. Economic and Financial Section.

Latin-American Bureau, 1921-1939 (6½ linear metres).

Information Section, 1924-1939 (1 box). The Section Files have disapeared. Cf. Private Papers, Pelt and García-Palacios.

Refugees, 1934-1940 (1 1/3 linear metre) : contains a box concerning the Intergovernmental Conference at Evian, 1938-1939.

Secretary-General's Office (Lester) 1931-1947 (3¼ linear metres). The Drummond Papers were destroyed in 1940, and the Avenol Papers are at the Quai d'Orsay. Some fragments are to be found, however, in the League Archives, cf. Private Papers : Drummond and Avenol.

Legal Section, 1919-1946 (21¼ linear metres). (Finding aids: Register and several card-indexes on registered treaties).

Personnel Office, 1919-? (42½ linear metres) : 1) Lists of Secretariat personnel, 1919-1947. 2) Personal files 1919-?; some of these files have been added to by the Personnel Division of the United Nations Office. 3) "Administrative Policy", 1919-1948. 4) Administrative Tribunal, 1922-1952. 5) Minutes of various committees on personnel questions, 1919-1946. 6) Files concerning "l'Entreprise du Palais des Nations" and the arbitration between that firm and the League, 1929-1945.

Treasury, 1919-1949 (29 linear metres). Mostly account books.

Library (about 5 linear metres). The Section Files of the Library have only recently been transfered, and have not yet been classified or listed.

Commission Files

Financial Reconstruction of Austria (mostly records of the Commissioner General's Office), 1922-1936 (17½ linear metres).

Financial Reconstruction of Hungary. Records of the Commissioner General's Office, 1924-1929. (2¼ linear metres). (Finding aid : Card-index by name and by subject).

The (Greek) Refugee Settlement Commission, 1923-1930 (2¼ linear metres). 1) Hope Simpson's files, 1923-1930. 2) Eddy's files, 1924-1930. 3) Records of the Commission, 1923-1930.

Mixed Greco-Bulgarian Emigration Commission (Athens) 1920-1931. (7 linear metres) Contains e.g. tapous (extracts from the Ottoman cadastral register) in particular for the villages of Toumba and Lescovo.

Mixed Greco-Turkish Emigration Commission (Istanbul) 1923-1934. (14 1/3 linear metres). 1) Turkish demands for authorization of seizures, 1930-1934. 2) Beneficiaries of the provisions of articles 5, 7 and 9 of the Ankara Convention of June 10, 1930, 1930-1934. 3) Records of the Trustees for the protection of the Albanian Moslem minority in Greece, 1925-1927. 4) Binding decisions and arbitral sentences by the neutral members, 1924-1934. 5) Minutes, 1923-1934. 6) Accounts 1927-1934. (Finding aids : inventory in 1933-46 : 2A/10882/1836 and correspondence on arbitral sentences in 1933-46 : 2A/5866/5866).

Saar Plebiscite Commission, 1934-1935 (3½ linear metres). (Finding aid : file index).

Saar Basin Governing Commission, 1919-1935 11) (72½ linear metres). Herein three boxes containing Kossmann's papers (Saarland member of the Commission).

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11) Records of the central administration; those of specialised or local offices have remained in the Saar.

Supreme Court of the Plebiscite (of the Saar Basin), 1934-1936 (17½ linear metres). (Finding aids : inventory, index of appeals).

Mixed Commission (of Upper Silesia), 1922-1937 (29 3/4 linear metres). Main languages : German and Polish.

Arbitral Tribunal (of Upper Silesia), 1923-1938 (22 3/4 linear metres). Main languages : German and Polish. (Finding aids : inventory, list of files by Polish and German citizens).

Commission on the elections in the Sandjak of Alexandretta, 1937-1938 (4 linear metres).

Information Office in Berlin, 1927-1934 (1 1/3 linear metre).

Nansen International Refugee Office, 1920-1947 (67 3/4 linear metres). 1) Mission in Russia for the repatriation of Russian refugees, 1921-1923. 2) Zwerner files, Belgrade, 1922-1923. 3) Repatriation of prisoners of war (and Russian refugees), London and Geneva files, 1920-1923. 4) Records of the Delegation in Greece (Zwerner, Treloar and Kaufmann files), 1922-1927. 5) Berlin Agency, 1922-1938. 6) Vienna Office, 1921-1931. 7) Warsaw Office, 1926-1933. 8) Arnould files, 1924-1926. 9) Charpentier files, 1911-1936. 10) Copies of letters (of the Geneva Headquarters), 1922-1938. 11) ILO files, 1921-1930. 12) Collection of roneoed documents, 1922-1938. 13) Records of the Office (including ex-League Secretariat files), 1930-1939[12]. 14) High Commissioner Emerson's papers as member of the "Central Committee for Refugees", 1940-1943. 15) Registers of inmates of the Armenian Orphanage in Aleppo, 1922-1930. 16) London files, 1920-1922. (Finding aids : ILO files in C.1378 - League files, 1930-1932, Classification register 96 - League files 1930 to Office files 1938, C.1484; Vienna Office files in C.1300-1306 and "documents" collection in C.1468, etc).

High Commissioner for Refugees coming from Germany, 1933-1936 (1 3/4 linear metre).

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12) The liquidator's correspondence continues until 1947.

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Princeton Office, 1919-1947 (22½ linear metres). Most of Department II of the Secretariat (Economic, Financial and Transit questions) moved to Princeton in 1940, taking with them some of the Economic and Financial Section files. Those who stayed in Geneva (and continued to add to the Registry files) mostly treated transit questions and occupied Europe. Among the different parts of the Archive group are the Director's files (Loveday, Rosenborg); the Deperon files (secretary to the Fiscal Committee, and also the specialist on relations with Latin America); and a series of registered files. (Finding aids for the registered files : card-indexes of correspondents, 1940-1946).

London Office, 1920-1939 (2 2/3 linear metres). When the Secretariat moved to Geneva in 1920, a part of the Economic and Financial Section continued to work out of London; the Office was also an information centre and took on other activities, e.g. recruiting for the Technical Assistance to China13).

Washington Office (Supervisory Body), 1931-1948 (1 linear metre). The secretariats of the Central Opium Board and of the Supervisory Body moved to Washington in 1941, while the Opium Traffic Section stayed in Geneva. This group called "Washington Office", consists of Steinig's working papers, partly taken over from Renborg.

Many archive groups of like nature are kept by other organizations, have disappeared or have been destroyed. Among those preserved outside the Palais des Nations are certain ILO archives (still kept by that institution in Geneva), the Archives of the International Institute for Intellectual Co-operation (with UNESCO in Paris) and those of the Permanent Court of International Justice in the Hague, which are still in the Peace Palace, kept by the International Court of Justice14). We lack exact knowledge

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13) The Treasurer (Under Secretary-General) worked out of London during the war.

14) Cf. notices on ILO, ICJ, UNESCO. Some of the records of the League's High Commissioner for Refugees (1939-1946) are kept at the Archives Nationales in Paris (series AJ43). See Chabord, Marie-Thérèse : "Les archives de l'organisation internationale des Réfugiés (O.I.R.)" dans la Gazette des Archives, 1967.

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of the fate of the records of the High Commissioner in Danzig; of the Institute for Codification of Private Law, of the International Educational Cinematographic Institute, and the Information Office, which were all situated in Rome; of the Information Office in Bombay-New Delhi or of the coordinating office for the Technical Assistance to China in Hongkong-Hanoï. The archives of the Information Office in Tokyo and of the Eastern Bureau (epidemiological intelligence) in Singapore have been destroyed.

Collections

Conventions, Ratification and other Diplomatic instruments, 1920-1949 (27 linear metres). This collection consists mainly of instruments deposited with the Secretariat but also of attendance sheets etc. from the Assembly meetings and one file of correspondence between the Secretary-General and President Wilson (1923-1924).

"Daily Synopsis", 1919-1946 ("Weekly Synopsis" at first). (3¼ linear metres). Cf. General description.

"Bukly Enclosures", 1920-1945. (19½ linear metres). Cf. General description.

For the other collections, Cf. see General description.

Private Papers (As most of these archive groups are small, the number of boxes is given instead of linear metres).

Loveday Papers, 1920-1954 (30 boxes). Alexander Loveday began his Secretariat career in 1920 as member of the Economic and Financial Section, becoming its Director in 1931. From 1940 to 1946 he was also chief of the Princeton Mission (with some authority over the Washington Mission). The records consist of a collection by year of his correspondence (in the main official letters) 1920-1939 (20 boxes), and of subject files concerning e.g. economic and financial problems of Eastern Europe.

Mantoux Papers, 1919-1926 (2 boxes). Paul Mantoux was Director of the Political Section from 1919 to 1927. (Finding aid : detailed inventory).

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Tyler Papers, 1920-1945 (1 box). Royall C. Tyler was Deputy Commissioner General of the League in Budapest 1920-1924, and Representative in Hungary of the Trustees for the Hungarian Loan and Delegate of the Financial Committee in Budapest 1924-1938. (Finding aid : detailed inventory).

Drummond Papers, 1919-1929 (1 box). Sir Eric Drummond (later Earl of Perth) was Secretary-General from 1919 to 1933. Those of his papers that remained in Geneva were destroyed in 1940, and we have here only a few files that he took with him (by mistake?), later returned.

Avenol Papers, 1921-1956 (1 box). As has already been mentioned, the greater part of Joseph Avenol's papers (Deputy Secretary-General 1923-1933, Secretary-General, 1933-1940) are kept by the Archives of the French Ministry of Foreign Affairs. The 17 files kept here (two of which consist of photostats) are of varied provenance and content. Among the papers are e.g. an interview with Avenol conducted by Mr. Stephen Schwebel (author of "The Secretary-General of the United Nations", 1952), and letters written about Avenol after his death.

Van Asbeck Papers, 1926-1938 (1 box). Baron Fredrik Mari van Asbeck was a member of the Permanent Mandates Commission. Parts of the file consists of manuscript notes on mandates questions.

Records of the International Federation of League of Nations Societies, 1921-1940 (44 boxes). The Federation was founded in 1919, and its activity seems to have ceased in 1940. Bearing in mind that the secretariat was situated first in Bordeaux, then in Brussels, then in Brussels and Geneva, and finally in Geneva alone, it is not surprising that the group has many gaps. There are, for example, files on only seven of the at least 22 Assemblies held by the Federation, and parts of the general correspondence have been preserved only for some of the 1930s. Two of the boxes constitute in reality a separate archive group, the records of "Föreningen Nordisk Folkhögskola i Genève" (the Association for the Scandinavian Adult Continuation School in Geneva), 1930-1932. The languages of those records are Danish, Norwegian and Swedish.

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The League Archives contain several kinds of registers, card-indexes etc. created by the Registry or by the Secretariat Sections. The most useful have been mentioned above. (for more details see the Guide and the Répertoire général).

II. (PERMANENT) INTERNATIONAL PEACE BUREAU.

The IPB was founded in 1892 to serve as permanent secretariat to the Universal Peace Congresses. Its headquarters were situated at first in Berne and in Geneva from 1924 onwards. Besides acting as liaison between various peace organisation, the Bureau assembled a valuable specialised library and published a considerable number of pamphlets, periodicals and books.

The International Union of Peace Societies, of which the IPB was the secretariat, was dissolved by decision of the (Swiss) Federal Tribunal on June 18, 1959. In 1961 the Swiss Government permanently deposited the library and the archives with the United Nations Library at Geneva.

The International Liaison Committee of Organisation for Peace (ILCOP) inherited other property, and its permanent secretariat took the name of "International Peace Bureau".

Secretaries-General : Elie Ducommun 1892-1906
Albert Gobat 1906-1912
Henri Golay 1912-1950
(G. Popovic 1952-1959).

Bibliography : The International Peace Bureau. Geneva, the International Peace Bureau, 1977.

IPB Archives

The Archives of the Bureau, which cover the period 1889-1950 and amount to 41 linear metres, are open to research. They have not been listed and are only partially and provisionally classified. It is, however, possible to carry out certain research thanks to the box labels and the correspondence diaries, which have been found for the periods January 3, 1913 - July 10, 1932 and July 22, 1934 to January 1, 1942.

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Records of the International Association of Journalists accredited to the League of Nations, 1921-1939 (12 boxes). The Association, founded in 1921, was still active in January 1940. Only journalists working for daily news papers or agencies and broadcasters were admitted.

García-Palacios Papers, 1940 (1 box). This little group consists of copies of letters and memoranda written in 1940 by Carlos García-Palacios, member of the Information Section 1927-1940, and in charge of information activities after the Director left in May 1940.

Pelt Papers, 1928?-1946 (2 boxes of clessified material). Adrien Pelt started his international career as a member of the Information Section in 1920. He was Director of the Section from January 1, 1934 to June 6, 1940. Since the papers were classified other transfers have taken place, two of which contain typescripts and documentation for his book "Libyan Independence and the United Nations. A Case of Planned Decolonization" (Published for the Carnegie Endowment for International Peace, New Haven and London, Yale University Press, 1970) and other items concerning his activity as Commissioner of the United Nations in Libya, 1952-57. One of the classified and listed boxes concerns Mr. Pelt's League career (1928?-1938), and the other his activities with the United Nations (1945-1946).

Mayer Papers, 1926-1938 (3 boxes). René Mayer (President of the French Council of Ministers in 1953) was a member of several committees of the Advisory and Technical Committee for Communications and Transit, and was nominated by the League Council as member of various courts of arbitration on railway questions.

Hill Papers, 1939 (1 box). Martin Hill, member of the Economic and Financial Section 1927-1934 and 1939-1945, personal assistant to Under Secretary-General Walters 1934-1939, was secretary to the Bruce Committee in 1939. The file concerns that committee.

The private papers of Henri Golay, 1915-1942 (half a linear metre) consist mainly of Golay's correspondence as member of the "Société Suisse de la Paix" and of "l'Association nationale Suisse pour la Société des Nations". (Finding aid : inventory).

III. SUTTNER - FRIED PAPERS

This group (16 linear metres) consists of correspondence and literary manuscripts of the two pacifists Baroness Bertha von Suttner and Alfred Fried. The Main language is German. The papers are open to research (except 72 Fried letters, not consultable before the year 2000). They can also be studied by Austrian citizens at the Haus -, Hof - und Staatsarchiv, Vienna, against payment for packing, transport and insurance.

The Suttner part consists of letters received by the Baroness, 1885-1914, as well as several literary manuscripts (one written by Baron Otto Guntrachar von Suttner?) and her diary 1897-1914. (Finding aid : card-index of correspondents).

The Fried part contains correspondence from 1893 to 1921[15], literary manuscripts, photographs, medals etc.

Complementing this group, there are xero-copies of Bertha von Suttner's letters to Léo Tolstoy (originals in private possession in Leningrad) and microfilms of Bertha von Suttner's letters to Theodore Hertzl (originals at the Zionist Central Archives, Jerusalem), and of Alfred Fried's letters to Hans Wehberg (originals at the Bundesarchiv, Coblenz).

The reader is referred to the recent work of Chickering, Roger : Imperial Germany and a World without War. The Peace Movement and German Society, 1892-1914. Princeton Press , 1975; and to its bibliography.

IV. VARIOUS ARCHIVE GROUPS

Shepardson's Papers 1919 (-1922) (2 boxes). W.H. Shepardson was one of the secretaries to the Commission on the League of Nations of the Paris Peace Conference. The papers consist

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15) For certain periods incoming letters only. Some of Fried's wartime correspondence as well as his diary, are kept by the Hoover Institution on War, Revolution and Peace at Stanford.

mostly of roneoed minutes and reports and of correspondence concerning printing[16]. Open for research. Listed.

Records of the "Deutsches Friedenskartell" (Fonds Quidde)[17] 1919-1928 (10 boxes). Language : German. This organisation, which served as liaison between several German pacifist organisations, was founded in 1922. Its activities seem to have ceased in 1929. As the secretariat of the "Deutsche Friedensgesellschaft" also assumed the function of secretariat to the cartel, a certain mixing of papers seem to have taken place. Open for research. Listed. Bibliography : Burgelin, Henri : Le mouvement pacifiste dans l'Allemagne de Weimar (Cahiers de l'Association interuniversitaire, Strasbourg, 1961, pp. 57-88).

Moderow Papers, 1945-1952 (2 boxes). Wlodzimierz Moderow was the first Director of the European Office of the United Nations at Geneva. Among the papers are documents concerning the [United Nations] Negotiating Committee on League of Nations Assets, of which Moderow was chairman, and the typescript of an unpublished book "Die Freie Stadt Danzig. Ein völkerrechtlisches Experiment"[18]. One of the 13 files will remain unavailable for consultation until 1987. Listed.

Records of the "Trail Smelter Arbitral Tribunal" (1 box), 1938-1941. United States citizens had complained against a Canadian firm and an international arbitral tribunal was constituted, which met from 1937 to 1941. Open to research. Listed.

Several other archive groups and collections of papers have been transferred to or deposited with the Section but not as yet classified. They are all slight (with the exception of the

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[16] On the work of the Commission, see Miller, David Hunter : The Drafting of the Covenant. Vol. I-II. G.P. Putman's Sons, New York-London, 1928.

[17] The private papers of Ludwig Quidde are kept by the Bundesarchiv, Coblenz; part of his library by the United Nations Library at Geneva.

[18] For comments on the typescript, see Levine, Herbert : Hitler's Free City. A history of the Nazi Party in Danzig, 1925-1939. The University of Chicago Press, 1973; p.170

Martin Papers). Here are mentioned those which may, at least in part, be consulted with the permission of the Chief of the Section.

Puffer Morgan Papers (2 boxes). Laura Puffer Morgan was an unofficial observer to the League for some American associations. Consists partly of roneoed documents, often undated.

Claparède Papers, 1909-1926 (1 box). René Claparède (born in Geneva in 1862) was founder or co-founder of several local or international organisations for the protection of human rights (especially the protection of aborigines). Among the subjects treated are the protection of Africans, the sovereignity of Montenegro and the complaint against Canada to the League Council by Iroquois Indians.

Lyautey Papers, 1891-1924 (2 boxes). Louis Hubert Gonzalve Lyautey (1854-1935), Marshal of France, from 1912 to 1925 Resident Commissioner-General of the French Republic in Morocco. These papers, which have been provisionally classified, contain printed material and copies of official reports, but also original items.

Martin Papers (about 8 linear metres). The Genevese William Martin (1888-1934) was correspondent of the *Journal des Débats* in Berlin and later of the *Journal de Genève* in Paris. During the period 1920-1924 he was in charge of general studies at the ILO; he worked with the Journal de Genève again from 1924 to 1933, until he was nominated Professor of History at the *Ecole polytechnique fédérale in Zurich*. Bibliography : *William Martin : Un grand journaliste à Genève*, publié sous la direction de Pablo de Azcarate, Centre européen de la Dotation Carnegie pour la paix internationale, Genève, 1970. Besides press cuttings and literary manuscripts, the papers contain, for example "conversations" (notes dictated or written by Martin after meetings), 1915-1933, and copies of his reports to the Director of the International Labour Office.

UNITED NATIONS OFFICE AT GENEVA (UNOG)[1]

Address : Palais des Nations
8-14, avenue de la Paix
CH-1211 Geneva 10

Telegraphic address : UNATIONS GENEVE

Telex : 289696

Telephone : 34.60.11 and 31.02.11

Opening hours : Monday to Friday (except on official holidays of the Office), 8.30 a.m. to 12.30 p.m. and 1.30 to 5.30 p.m.

Working languages : English and French

The greater part of the records of the United Nations Office at Geneva are administered by the Mailing, Registry and Archives Section but some of the UN bodies maintain their own Registry Units, e.g. UNCTAD, UNHCR and UNDRO (q.v.). Records of the League of Nations are kept by the League of Nations Archives and Historical Collection Section of the UNOG Library (q.v.).

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1) The Office was officially called United Nations Geneva Office from August 1946 to 10 April, 1947; European Office of the United Nations from 10 April 1947 to 10 August 1948 and from 9 August 1949 to 9 December 1957; United Nations Office at Geneva, from 10 August 1948 to 9 August 1949 and from 9 December 1957.

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The Mailing, Registry and Archives Section comprises three independent units, co-ordinated and administered by the Chief of Section, responsible for centralising the functions of UNOG, in various fields, with regards to records management.

The UNOG Registry handles, maintains and has in its custody active and semi-active files of UNOG (other than the individual files of the Personnel Division, which are maintained and kept within that Division) which are entrusted to its custody by the UNOG and some UN subsidiary bodies. It also codifies and keeps control of incoming and outgoing official correspondence.

The Archives Unit maintains the non-active records which are entrusted to its custody by the UNOG Secretariat, either through the Registry or directly, and by other UN subsidiary bodies and offices. These records are kept, disposed of or microfilmed by the Records Retirement Management Service according to the nature of the material and advice of the originating office. The records of historical or permanent value are managed by the Historical Records Management Service.

At present, all material and documents handled and retained by this Section are restricted to secretarial use only, and so far, no set policy has been established by the administration to give the public access to them. However, the Director-General of UNOG can, in certain circumstances, authorize an outsider to have access to specific material. The authorized person may consult the material within the premises of UNOG.

The section provides facilities for photocopying and microfilm reading and is equipped with a SCM, 142-B copier and a KODAK, SP-3 MOTORMATIC Reader.

Brief administrative history

The United Nations Office at Geneva forms part of the Secretariat, being one of its major units, and is located in the Palais des Nations, which was originally built for

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the League of Nations in early 1930s. The Palais accommodates many UN bodies and offices which were already established or have been relocated in Geneva since then.

For instance the Division of Narcotic Drugs moved to Geneva 1956; the Division of Human Rights in 1974; the Office of the United Nations Disaster Relief Co-ordinator (UNDRO) was established in Geneva in 1972; the United Nations Fund for Drug Abuse Control (UNFDAC) in 1971; the Office of the United Nations High Commissioner for Refugees (UNACR) in 1951 and the United Nations Conference on Trade and Development (UNCTAD) in 1964.

Directors and Directors General of UNOG

Wlodzimierz MODEROW, Director	1946-1952
Adrien PELT, Director	1952-1957
Pier Pasquale SPINELLI, Director General	1957-1968
Vittorio WINSPEARE GUICCIARDI, Director General	1968-1978
Luigi COTTAFAVI, Director General	1978-

Description of the archives

2.542 linear metres of records are kept by the Archives Unit, plus 333 reels of microfilm (16 mm x 30.5 cm) of the following series belonging to the old Registry classification system (see below) :

		reels
G.III	Finance	51
G. IV	Legal Questions	9
G. V	Documents	51
G.VII	Library	11
G. X	Economic questions (ECE)	196
G.XIV	Non-Governmental organizations	15

[Below are treated only records emanating from organizations, such as the Office itself or the Headquarters of the Economic Commission for Europe (ECE), that are controlled by the Registry, and some UNCTAD material. The records of other

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UN-institutions kept by the Archives Unit are treated under "External archive groups"._7

Registry files, old classification system

Since the establishment of UNOG in 1946, and until the gradual introduction of the new system from 1973 onwards, the following file series were opened by the Registry : G.I General (1946-74); G.IIA Administration-General (1946-74); G.IIB Administration, Property and equipment (1946-74); G.II Finance (1946-73); G.IV Legal (1946-73); G.V Documents (1946-73); G.VI Information (1946-72); G.VII Library (1946-73); G.VIII Health (1946-73); /¯G.IX Transport and Communications; G.X Economic - two series opened in 1946 and still active_7; G.XI Social (and technical assistance) (1946-51); G.XII Narcotic Drugs (1946-73); G.XIIA Narcotic Drugs Central Board (1946-73); G.XIIB Narcotic Drugs Supervisory Body (1946-73); G.XIIC International Narcotic Control Board (1946-73); G.XIII Trusteeship, and Information from Non-self-governing Territories (1946-73); G.XIIIB Information on Non-self-governing Territories (1947-52); G.XIV Non-Governmental Organizations (1947-73); /¯G.XV was reserved for the records of the Office of the High Commissioner for Refugees. The files were subsequently taken over by the UNHCR_7; G.XVI Technical Assistance (most of the files of this series, opened in 1951, were retired in 1975, but a few remain in the Registry); G.XVII International Bureau for Declaration of Death (1952-73); G.XVIII Narcotic Drugs (1958-73); G.XIX Office of Social Affairs (1963-73); G.XX U.N. Research Institute for Social Development (1963-65); G.XXI UN Fund for Drug Abuse Control UNFDAC (1971-73).

The Division of Narcotic Drugs and Human Rights were based in New York and were moved to Geneva in the middle 1950s and 1974 respectively. At the time of their transfer, their Registry files (which were established by UN Registry at Headquarters and were composed of series SO and SOA) were also transferred to UNOG and entrusted to the custody of Archives.

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International Bureau for Declaration of Death (IBD)

Applications for judgment and court decisions, 1952-1973, and the Index to IBD Bulletin are kept in 106 binders and 19 index drawers (approximately 12 linear metres).

This material was entrusted to the custody of UNOG Archives by Dr. Schnitzer who was responsible for IBD. As the IBD, during its existence (1952-1973), was mainly involved in receiving requests about persons missing during the second World War, the transmission of these requests to a tribunal for a decision, and the issuance of a declaration of death, all of the material is divided into two categories, "requests" and "decisions".

a) "REQUESTS" 56 binders filed geographically and thereunder in accordance with the number of the "Requests".

b) "DECISIONS" 50 binders filed geographically and thereunder according to the "Decisions" numbers (1 to 5999).

These cases were filed according to country (Belgium, Italy, Israel and Germany).

Various archive groups (including printed archives)

- Complete collection of sound recordings of the U.N. Conference for the Adoption of a Single Convention on Narcotic Drugs.
- Sound recordings (tapes) of plenary meetings of the third session of the UN Conference on Trade and Develpment (UNCTAD) held in Santiago, Chile in May 1972 (3 cartons).
- Individual personnel files of the Personnel Department of former staff members and experts. [Finding aid : card index of files].
- Manuscripts and "faux originaux" of all documents produced in the UNOG.
- Records of other UNOG Sections and Divisions making up the Secretariat. [Finding aid : card index of accessions].
- Master microfiches (195 mm x 148 mm, containing 56 pages of documents) of documents and publications produced by ECE and UNCTAD are deposited with Archives Unit. Their

preparation is being completed and arrangements for keeping them up to date have been made. So far microfiches of over 40.000 documents produced by ECE and UNCTAD have been deposited with Archives.

Active or semi-active records (Registry Files)

As described above, the "New Classification System" was adopted in 1973. In the new system, files are maintained and the correspondence is classified according to the subject :

Series		established in
G/OR	Organization	October 1973
G/LE	Legal matters	" "
G/AD	Administrative Services	" "
G/FI	Finance	" "
G/PE	Personnel Administration	" "
G/PU	Public Information	December 1972
G/TE	Technical Assistance Fellowship Section (before the establishment of this series, this subject was covered under series G.XVI, which partly still exists and is in the process of retirement)	November 1975
G/SO 100	Social Affairs	October 1973
G/SO 200	Human Rights	June 1974
G/SO 300	Population	October 1973
G/SO 400	Narcotic	November 1973
GB/AD	CCAQ	October 1974

These files contain official correspondence covering the activities of the UNOG Secretariat and of the bodies which entrusted processing of their correspondence to the Central Registry. In total, this group of active and semi-active files occupied a space of 803 linear metres : /‾Finding aid : Codification manual_7.

Finding Aids : For old Registry files the Registry classification system as well as subject and name indexes are maintained, but for other archival material Records Retirement in Geneva has always made use of the Record Groups adopted at Headquarters. Although records of so many of these groups are inevitably non-existent in Geneva, Records Retirement has adopted this numbering to its own requirements, i.e. Finance Division; Gr. 7, Personnel Service: Gr. 9. These record groups serve to break down, for practical purposes, the various records received and at the same time conform to the system at Headquarters.

External archive groups

International Refugees Organization (IRO)

[The archives of the IRO have been dispersed]

Personnel files : 39 boxes (6.5 linear metres) contain personnel files of IRO staff which are directly of interest to the Personnel Divisions of UNOG and of the High Commissioner for Refugees (UNHCR).

IRO Registry files on legal matters : 18 boxes. This material was previously in the custody of Dr. Kullmann, League of Nations Deputy High Commissioner for Refugees, Legal Adviser to IRO, and later to UNHCR.

Office of the United Nations High Commissioner for Refugees (UNHCR)

[See above under various archive groups and the notice on UNHCR]

Agreements concluded between UNHCR and various governmental or non-governmental agencies for the implementation of refugee projects 1955-1961 : 18 binders (1.6 linear metres). These are mostly agreements on various projects (credit facilities, housing settlement, installation grants for refugees etc.) signed by the U.N. High Commissioner for Refugees and the reprsentatives of voluntary agencies.

Indemnification Section records : 30 linear metres transferred in 1973 and consisting of : application for indemnification 1960-66 (unqualified cases kept in alphabetical order in 302 binders); files concerning Indemnification Fund 1960-66 (comprising 109 files, 2 folders and 1 binder); approximately 6500 index cards of the Depository Unit; correspondence not requiring any establishment of case files covering the period 1967-75 (kept in alphabetical order - 150 binders); and material concerning indemnification of refugees under UNHCR protection during the period 1952-75.

Office of the Special Representative of the Secretary-General for the World Refugee Year, 1955-1960 : 11.5 linear metres.

ECE Liaison Office in Germany, 1947-1952, 4 linear metres.

This material is packed in cartons and consists mostly of reports and correspondence, including reports on meetings with liaison officers in Gernmany, of ECE member states, and covering the period of 1947-1952. ECE was established on 28 March 1947 by ECOSOC Resolution 36 (IV). (For the history of ECE see "The Work of the Economic Commission for Europe 1947-1972" published by the United Nations). It was located in Geneva. In October 1947 complying with its terms of reference, the ECE established a liaison office with the Allied Council in Germany, headed by Brigadier-General W. Heynes, which operated until 1952. During this period it was located successively at Minden, Frankfort and Bonn. All of this material covers the activities of the liaison office.

Relevant records kept elsewhere

Conventions and other material of political and historical value covering the activities of the United Nations within its field of competence are sent to and preserved by the Archives Section of the Communications, Archives and Records Services at the Headquarters of the UN in New York.

Private papers of Mr. Wlodzimierz MODEROW and Mr. Adrien PELT, who were Directors of the UNOG in its early years, are kept by the "Section of League of Nations ARchives and Historical Collections - United Nations Library at Geneva" (q.v.). Parts of these papers are concerned with their activities with the United Nations.

United Nations Environment Programme (UNEP) Registry files were established by UNOG Registry and were transferred to Nairobi in 1974, when the Permanent Headquarters of the Programme was established there.

Other reference sources available

The United Nations Library at Geneva, which is a division of UNOG, was founded in 1919 by the League of Nations and taken over by the United Nations in 1946, contains one of the most complete collections in Europe of work on International Constitutional and Administrative Law, and of codes in force in various countries. There is also a large international collection dealing with economic and financial questions and the Library possesses very specialized material in the fields of economics, finance, law and policies. Furthermore, the Library contains the Archives, documents and publications of the League of Nations and a very important collection of Government publications.

The Photo Library is part of the Information Service.

UNITED NATIONS ORGANIZATION (UNO)
(Headquarters)

N.B. The source of the Brief administrative history is the Yearbook of International Organizations (1977 edition).

Address: United Nations Secretariat
Manhattan, New York
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United States of America)

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United States of America
(Private Mail) Box 20
Grand Central Post Office
New York 10017
United States of America

Telegraphic address: UNATIONS NEW YORK
Telex: 062 222422
064 420544
Telephone: 754 8685 (Archivist); 754 8681/2 (Reference Service)
Opening hours: Monday to Friday, 9 a.m. to 4.30 p.m.
Working languages: English and French.

The Registry Section is responsible for current correspondence files of the Secretariat, and the Archives Section for the non-current material and for the external archive groups. Both belong to the Records Management Service (Office of General Services, Department of Administration and Management). The Dag Hammarskjöld Library (Department of Conference Services) keeps the printed archives. The Office of Personnel Services is responsible for staff personnel records since 1 August 1977.

Access: There is a general restriction of 20 years. Some records are, however, under special restrictions and not accessible without special approval by Secretary-General's office. On the other hand, all records that were public at the time of their creation, are accessible without any restriction.

Researchers are advised to make prior inquiries regarding the accessibility of groups or series that are described below as special restrictions are imposed upon certain archives that were/are considered to be sensitive. From time to time, a review takes place and some of the previously inaccessible series may be open.

The United Nations Organization makes no claim to copyright for records in its keeping. It cannot, however, guarantee that such copyright are not held by third parties.

The Archives Section has search room facilities with a photo-copying machine. Microfilming of records is undertaken upon special request.

Brief administrative history

The United Nations was a name devised by the late President Franklin D. Roosevelt. It was first used in the Declaration by United Nations of 1 January 1942, when representatives of 26 nations pledged their governments to continue fighting together against the Axis Powers and subscribed themselves to a common programme of purposes and principles embodied in the Atlantic Charter (14 August 1941). Thence followed the Moscow Declaration of 30 October 1943, in which the four Great Power signatories recognized the necessity of establishing at the earliest practical date a general international organization based on the principle of the sovereign equality of all peace-loving states, and open to membership by all such states...for the maintenance of international peace and security. The UN Charter was drawn up by the representatives of 50 countries at the United Nations Conference on Internationa Organization, San Francisco, 25 April to 26 June 1945. The representatives worked on the basis of proposals worked out by representatives of China, USSR, UK and USA at Dumbarton Oaks in Washington , in August-October 1944. The Charter was signed on 26 June 1945. The UN officially came into existence on 24 October 1945 when the Charter had been ratified by China, France, USSR, UK and USA and by a majority of other signatories.

The four principal purposes of the UN are:

(1) to maintain international peace and security;

(2) to develop friendly relations among nations;

(3) to achieve international co-operation in solving international economic, social, cultural or humanitarian problems and in promoting respect for human rights and fundamental freedom and

(4) to be a centre for harmonizing the actions of nations in attaining these common ends.

The principal organs are: (1) the General Assembly; (2) the Security Council; (3) the Economic and Social Council (ECOSOC); (4) the Trusteeship Council; (5) the International Court of Justice (q.v.); and (6) the Secretariat.

The structure of the Secretariat is as follows: the Offices of the Secretary-General, consisting of the Executive Office of the Secretary-General, the Office of the Under-Secretaries-General for Special Political Affairs, Office of the Under-Secretary-General for Political and General Assembly Affairs, the Office of Legal Affairs, the Office of the Under-Secretary-General for Administration and Management, responsible for the Office of Financial Services, the Office of Personnel Services and the Office of General Services, and the Office for Inter-Agency Affairs, the Department of Political and Security Council Affairs, the Department of Economic and Social Affairs, the Department of Political Affairs, Trusteeship and Decolonization, the Department of Conference Services, and the Office of Public Information.

Secretaries General

Trygve Lie	1946-1952
Dag Hammarskjöld	1953-1961
U Thant	1961-1971
Kurt Waldheim	1972-

Evolution of the archives service

The "real" start of the UN Archives took place in 1946 after it had been decided that the new World Organization should settle in New York (Lake Success). Organizationally, the Archives was made a unit of the Registry and Communications Division. The first archivist of the United Nations was appointed in October 1946. He was recruited from the National Archives in Washington. A professional archival program was introduced during the following year. In this initial stage of its history, the UN Archives was more a "registry office or a documents library" than an archival institution. The staff dealt more with official publications (so called "documents") than with records (correspondence, reports, memoranda, etc.). The formal authorization of the Archives function was given in a Bulletin in March 1947. It contained a definition of "records" which was very similar to the one given in the US National Archives Act, and it provided that no records of the United Nations could be destroyed without the approval of the Archives.

After the Archives had received a substantial amount of archival materials from defunct agencies (United Nations Relief and Rehabilitation Administration, UNRRA, 1945-1949; United Nations War Crime Commission, 1943-1949, etc.), it was felt that its occupation with semi-archival materials or "printed archives" should be terminated resulting, in 1951, with a transfer of the storing and processing of the official publications ("UN Documents") to the Library.

The Archives comprised thereafter an Accession and Disposal Unit, a Reference Unit and a Sound Recording Unit.

In 1954, the Archives were transferred to the Library of the Department of Conference Services, but transferred back to the Office of General Services and joined the same service of which the Registry Section was a part in March 1962.

Initially, the current Registry was centralized, then decentralized and centralized again in 1954 until the present.

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Description of the archives

The Secretariat archives are divided into the Registry Archive Group (RAG) and the Departmental Archive Group (DAG). In consulting the Secretariat archives, it is important to note that both these principal archive groups should be consulted as they complement and supplement each other. The Registry Archive Group is divided into the following sub-groups:

Central Registry, 1946-1947 (RAG-1). 78 linear metres.
Branch Registries, 1948-1954 (RAG-2). 268 linear metres.
Central Registry, 1954- (RAG-3). 704 linear metres.

The first Registry system of the United Nations was patterned after that of the British Foreign Office. It was set up after the establishment on 26 June 1945 of the Preparatory Commission which met in London from 21 November 1945 until 31 January 1946.

From the time of its establishment in San Francisco until it was settled, though temporarily, at Lake Success, the UN did not have a truly well defined filling system. But there was some control over correspondence, files and documents during the periods of its temporary sojourns in London, Hunter College, and for the short period from August 1946 until the end of December 1947 at Lake Success.

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From the beginning both in London and during the early weeks in New York, all communications services had been placed under the Documents Division.

Later, however, owing to the increased volume of mail, the Communications Services were separated from the Documents Divisions and placed as a separate entity under the Bureau of General Services.

From the latter part of 1945 until about the end of May 1946, there was no central control over files and correspondence; each official kept his own files in the manner suitable to his working methods. It was not until June 1946 when policy towards effective control of registerable papers was established and a classification system was developed, borrowed from the British Foreign Office. This policy was to allow the Chiefs of various services to retain their own files once they had been set up in accordance with this classification system established by the Chief Registrar.

The London Office did not long survive, for soon after the first part of the first General Assembly Session was held it was decided to make Geneva the Central European Office and to transform the London Office into an Information Centre. This was accomplished towards the latter part of 1946 and the London Office Registry closed down on 31 December 1946. Its records were subsequently transferred to Headquarters' Archives. In February of 1946 the Secretariat in London began its move to the next temporary Headquarters, at Hunter College, New York, where it remained until 15 August 1946. During this short period and subsequently at Lake Success during the period 20 August 1946 until the end of 1947, a centrally administered registry system was in operation. The system in effect at Hunter College continued to be used through 1947 at Lake Success, though not without problems. The files were considered as too general without sufficient number of breakdowns with the result that files became voluminous, containing correspondence on different, unrelated subjects. In addition, the Central Registry found itself unable to achieve its aim of controlling and keeping records together, despite instructions to the staff on procedures to be followed in the handling of files. Accordingly, discussions were already underway from the early part of 1947 to change the system. Two British experts were hired in March 1947 to make a detailed study of the UN records management problem and to recommend an efficient Registry service. In May 1947, the experts suggested a decentralized registry system. This was to consist of a Registry Control office and Branch Registries in all departments.

Upon the approval by the Secretary-General in November 1947, the Branch Registries began to be installed from January 1948.

Within a year after the UN move from Lake Success to its permanent Headquarters in New York (1950-1951), plans were drawn up again for a centralized Registry system. In August, 1952 the Branch Registries ceased operations. There began a consolidation phase, the number of departmental files dealing with the same subject being reduced into as few as possible. While this work was progressing steps were also being taken to develop a classification based on the decimal system. This system, introduced began in 1954 is still in use.

Alongside the registry systems, the various departmental officials in the Secretariat continued to maintain records of their own. As to be expected, some officials did use the registry systems more than others so that, the size of the records in these departmental archive groups (DAG) vary greatly from official to official and from department to department.

For purposes of arranging and describing these archive groups emanating from the departments of the Secretariat, the archives have been organized along the lines of the departments within the Secretariat, taking into consideration that from time to time, the organization of the departments have been changed.

With few exceptions, most of these departmental archives contain materials that date from the beginnings of a particular department or office. Owing to the fact that it was not until October 1977 that mandatory transfer of archives from departments to the Archives Section was instituted, some departments have not transferred their records to the Archives Section, while others for various reasons have been transferring their records on a more or less regular basis. In consulting the archives, it is necessary to make prior inquiries regarding the latest situation about the completeness of the particular DAG, as the information is provided.

The Departmental Archive Group consists of the following sub-groups:

DAG-1	Office of the Secretary-General	(200 metres)
DAG-2	Office for Inter-Agency Affairs and Co-ordination	(8 metres)
DAG-3	Office of Legal Affairs	(120 metres)
DAG-4	Department of Political and Security Council Affairs	(58 metres)
DAG-5	Department of Political Affairs, Trusteeship and Decolonization	(6 metres)
DAG-6	Department of Economic and Social Affairs	(350 metres)
DAG-7	Department of Administration and Management	(21 metres)
DAG-8	Office of Financial Services (Office of the Controller)	(552 metres)
DAG-9	Office of Personnel Services	(610 metres)
DAG-10	Office of General Services	(390 metres)
DAG-11	Department of Conference Services	(344 metres)
DAG-12	Office of Public Information	(46.5 metres)
DAG-13	Missions and Commissions	(292.5 metres)

DAG-15[1]	Department of Conference and General Services	(8 metres)
DAG-16	Department of Administrative and Financial Services	(23 metres)
DAG-17	Department of Economic Affairs	(9 metres)
DAG-18	Department of Social Affairs	(33 metres)

The archive group DAG-1, and certain others, have been described and arranged as the result of a large-scale description and arrangement programme introduced in 1971. Most other groups have been described in preliminary lists (Registration Sheets).

As with all Archives dealing with an organization that keeps on producing archives daily, the arranging and describing process is a continuous one. Further, owing to the limitations of staff availability and priorities as determined by the administrative needs of the Secretariat, the various groups of archives are within various stages of archival processing. Again it is advised that inquiries be made regarding the status of each archive group at the time prior to using them.

In those cases where Descriptive Inventory[2] has been completed, a broader presentation of the archive group will follow below. In cases where this has been achieved, a shorter presentation will be given based on the "Registration Sheets".[3]

THE ARCHIVES OF THE OFFICE OF THE SECRETARY-GENERAL. (DAG-1).

Brief administrative history[4]

Up to the end of 1972, the Office of the Secretary-General had essentially the following functional sections:

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[1] DAG 15 - 18 are archive groups of defunct departments, predecessors to DAG 10 - 11.

[2] Descriptive Inventories are produced by the United Nations Archives as part of its description program.

They describe records belonging to one Archive Group, i.e., records originating from one office and its sub-offices. Its distinguishing characteristic is that it describes every file. Other types of Finding Aids used in the United Nations Archives, Registration Sheets and Guides give a summarized description of particular Archive Groups (Registration Sheets) or give an over-all picture of materials in the custody of the Archives (Guide).

[3] As the Registration Sheets in many cases are old and has not been updated, the information given in these cases may be obsolete.

[4] From Descriptive Inventory DAG-1 completed in November 1975.

The Executive Office - This has been the back-bone of the Office of the Secretary-General, organized to assist and to meet the needs of the Secretary-General. In many respects, the functions of the Executive Office reflects the working methods and habits of the Secretary-General. In addition to performing the day to day administrative functions of an executive office, it has to co-ordinate the work of the various departments of the Secretariat. It has been used as the central machinery to convey advice to the Secretary-General and the vehicle for policies and instructions to be conveyed to the Secretariat. Its organization has been very flexible and its scope of functions and responsibilities equally wide.

Special Political Affairs Section - It deals with matters that are not entrusted to the departments. At times, in conjunction with substantive departments this section has undertaken the functions of servicing, organizing and supervising the missions and commissions established by the various organs. By the nature of the responsibilities of the officials, the records so produced reflect the varied tasks and mandates given them. Prior to the official establishment of the offices of the Under-Secretary-General in 1954, the Secretary-General within the then Executive Office had a Special Unit performing similar functions. Special assignments were given to officials drawn from within or outside the Secretariat. Even after the official designation of the Special Political Affairs Office, other Under-Secretaries have been assigned such tasks. They are normally given the titles of Special Representatives or Personal Representatives of the Secretary-General.

The General Assembly Affairs Section - This section deals with day to day matters pertaining to the work of the General Assembly and the conduct of its business, and it also co-ordinates the work of the various committees of the General Assembly. It handles the official business of the President of the General Assembly, serving as the secretariat for the President, and generally acts as liaison between the President and the Chairman of the various committees.

The Protocol and Liaison Office - It maintains relations on behalf of the Secretary-General with delegations and permanent missions of the member states. It assists the members of the permanent missions in the observance of the diplomatic privileges and immunities during the period of their assignments with their permanent missions. It performs such protocol functions as may be required.

An important point to a proper understanding of the "The Executive Office" is to appreciate the key role of the Executive Assistant and later on the Chef de Cabinet within the context of the functions of the Secretary-General. From the very beginning (of the appointment of the Secretary-General) the Executive Assistant (until March 1962) and then the Chef de Cabinet of the Secretary-General was each of them the primus inter pares among the

Under/Assistant Secretaries-General. Through him passed all the communications of the Secretary-General to and from all the other departmental heads. Even when there was a direct association for any matter between the Secretary-General and one of his deputies, the Executive Assistant/Chef de Cabinet was duly kept informed and almost always involved in the decision-making process.

Description of the archives

In the office of the Chef de Cabinet, a simple numerical system of filing was used beginning from about 1962. This was, however, limited to so-called non-confidential correspondence. A system of subject files dealing with all issues and problems continues to be maintained paralleled to the numerical system.

Other officials continue to maintain their correspondence according to subject. Since more than one official may be responsible for any one subject matter, there are examples of duplicate sets of files.

Taking into account that there has always been four distinct functional sections within the Office of the Secretary-General as described above, their archives have consequently been arranged into four groups to reflect those sections. Within each of the groups, there are a number of sub-groups. Each sub-groups normally gathers the records of each official pertaining to the functions of the sections as earlier described. When several officials have dealt with the same subject matter, their records are arranged alongside each other and not inter-filed. Within each group and each sub-group, whenever possible and feasible, the chronology of events has been maintained.

Using the above guidelines, each group has arranged in so far as possible to reflect the functions of that section and of the officials within that section. The main outlines of the groups are:

Group I - The Executive Office. There are three sub-groups within this group:

(1) Executive Assistant 1946-1961. All the files from 1946 to 1961 originating with the Executive Assistant that are not distinctly identifiable as dealing with Special Political Affairs or General Assembly Affairs are in this sub-group. Included are the files on administrative housekeeping matters and personal matters of the Secretary-General. The files of this sub-group have been broken down into the following series:

Executive Assistant's Files (Departments and Personnel; Internal Administration; Political Matters).

Secretary-General's Files (Travels, Trips and Engagements; Personal).

Minutes of Top Officials Meetings.

(2) Chef de Cabinet 1961-1973. This sub-group contains all the file-series originating from the Chef de Cabinet. The vast extent in subject matters and volume make it necessary to arrange them in series without separating them into political or General Assembly groups, to reflect the functions

of the office and in line with the following subject matters: Numbered Files; Personnel Files; Subsidiary Bodies; Specialized Agencies; General Assembly; Missions and Commissions; Area and Country; Secretary-General 1960-1971; Secretary-General 1972- ; Chronological File of Chef de Cabinet; Personal Files of Chef de Cabinet.

(3) Other Officials and Working Groups and Committees. This sub-group consists of the remainder of the files from various officials, working groups and committees. The matters dealt with are usually of an ad hoc nature. The series are arranged to reflect closely the chronology of the events.

Group II - Special Political Affairs

The group describes series of files from officials given political or special assignments dating from the earliest days, and the files are arranged in a chronological sequence followed by identifiable name of the 'mission' and within that by broad geographical area. In this manner, the relationship between the official and the files are better reflected, and approximates also more closely to the original order of the files within the group.

Where the official was responsible for more than one 'mission', the files originating from him are arranged chronologically under the official. Similarly, as in the case of the deputy Chef de Cabinet, the integrity of his files are better maintained by arranging them in the chronological series as files of that official. This also reflects the provenance of the files themselves. It implies, therefore, that his duties as an Under-Secretary-General for Special Political Affairs predominated over his other functions.

The files have been arranged to reflect the functions of the various officials in the sphere of "political affairs" beginning from 1946.

Group III - General Assembly Affairs

From 1946 and until 1969, the Executive Assistant to the Secretary-General and then the Chef de Cabinet were both also Under-Secretary-General for General Assembly Affairs. During the early years, there were files kept separately on matters relating to the conduct of the General Assembly. It was, however, very rare for the President of the General Assembly to have distinct files during his term of office, or if there were, their whereabouts are to-date not known definitively.

From 1962, the files on General Assembly Affairs were maintained as part of the files of the Chef de Cabinet in the non-numbered subject files. To preserve the integrity of the files of the Chef de Cabinet as above explained, these files on General Assembly Affairs have been arranged with that sub-group previously described (1.2).

The files have been arranged chronologically and they cover the period 1946-1963. The very few files after 1949 reflect the record-keeping of the Section and its largely co-ordinating functions regarding the sessions of the General Assembly.

Group IV - The Protocol and Liaison

In the initial years of the Organization, there presumably were many problems relating to official ceremonial functions of the Secretary-General. The policies, procedures and precedents were recorded in some of the files. However, with the precedents established, and the functions becoming more and more those of liaison and diplomatic privileges and immunities of the permanent missions, the files maintained by the Office are of a routine nature and have not been transferred to the Archives. The few feet of files arranged and described here pertain only to the early years.

Group V - Papers of the Secretaries-General

The Secretaries-General upon leaving office have taken away what was loosely called their private papers with them. In the case of Dag Hammarskjöld, a group of senior officials did separate the papers so that those immediately needed could be available to his successor.

The papers of Trygvie Lie were, after some disposals by him upon the completion of his memoirs In the Cause of Peace, deposited at the Royal Norwegian Ministry of Foreign Affairs in Oslo.

The Dag Hammarskjöld papers were deposited at the Royal Library, Stockholm. These papers covered the period 1953 till 1961, as well as his personal correspondence and those prior to his assumption of the Office of Secretary-General.

At the time of writing, the familly of U Thant has decided to deposit the papers of U Thant with the U.N. Archives.

Other personal papers:

Among the Assistant Under Secretaries-General, it is known that three of them have deposited the papers that pertained to their time at the United Nations with universities in the United States.

David Owen deposited the papers with the Columbia University Library, New York City.

Ralph Bunche deposited his personal papers with the University of Los Angeles Library, in Los Angeles, California.

Andrew Cordier, deposited the papers with the Columbia University Library, New York City. (Those records dealing with the United Nations have been microfilmed and included in the description above.)

THE ARCHIVES OF THE OFFICE FOR INTER-AGENCY AFFAIRS AND CO-ORDINATION. (DAG-2).

THE ARCHIVES OF THE OFFICE OF LEGAL AFFAIRS. (DAG-3)

/Finding-aid: Draft Inventory 1978/

Brief administrative history[1]

The Legal Department was established on 13 February 1946, Assembly resolution 13(I). Its responsibilities are: to advise the Secretariat and other organs of United Nations on legal and constitutional questions, to encourage the development of international law and its codification, to represent the Secretary-General in judicial proceedings before national and international tribunes, to deal with questions concerning privileges and immunities, to register and publish treaties and excercise treaty depository functions entrusted to the Secretary-General, to maintain liaison with the International Court of Justice and to provide services to the Sixth Committee of the General Assembly, the International Law Commission and other committees and conferences dealing with legal matters.

The Department originally organized under an Assistant Secretary-General consisted of:

Office of the Assistant Secretary-General
Division of Immunities and Privileges
General Legal Questions Division
Division for the Codification of International Law
Division for Registration of Treaties and International Agreements

Brief description of the archives

The archives of the Office are in the process of being described and arranged. There are six main sub-groups viz:

1. Office of the Legal Counsel and the Administrative Office
2. General Legal Division
3. Codification Division
4. Treaty Section
5. Trade Law Branch
6. Administrative Tribunal Secretariat

The archives from sub-groups 1, 2, 4 and 6 cover the periods 1946 to 1972. Owing to the nature of the archives, most of them are still not accessible to the public. By the nature of their functions, the Codification Division and the Trade Law Branch produce studies with eventually are published as UN documents, so that the files produced by them are few. The Trade Law archives date from about 1967.

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[1] From Registration Sheet, 1963.

ARCHIVES OF THE DEPARTMENT OF POLITICAL AND SECURITY COUNCIL AFFAIRS.

(DAG-4) 1946-1968.

Brief administrative history[1]

The Department of Security Council Affairs was established by General Assembly resolution, 13 February 1946. It was made responsible for servicing the Security Council, its Commissions and Committees, with the exception of the Military Staff Committee; the First and Speical Political Committees of the General Assembly, participating in investigation and advising on the security aspects of Trusteeship agreements for strategic areas; and advising and assisting the Secretary-General in matters relating to the maintenance of international peace and security.

Subsidiary organs of the Council served by the Department included principally the Disarmament Commission created by General Assembly [2] to coordinate the functions of the Atomic Energy Commission;[3] and the Commission for Conventional Armaments,[4] and two Standing Committees. These were the Committee of Experts, established to advise the Council on Rules of Procedure and related matters, and the Committee on Admission of New Members, for the examination of applications for United Nations membership.

Political ad hoc commissions and committees were from time to time established for special purposes by the Security Council or the General Assembly. They are described below (Missions and Commissions, DAG-13).

The Department of Security Council Affairs was organized under an Assistant Secretary-General early in 1946. By the middle of 1946 it consisted of:

- Executive Office of the Assistant Secretary-General
- General Political Division
    - General Political Problems and Procedure of Pacific Settlements Section
    - European Affairs Section
    - Middle East and African Affairs Section
    - Asia and Pacific Affairs Section
    - Western Hemishpere Affairs Section
    - Regional Arrangements and Agencies Section
- Administrative and General Division
    - General Service to the Security Council Section
    - Service to Committee Section
    - Administrative Section

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[1] From Registration Sheet, 1968. Draft to a Descriptive Inventory is at hand.

[2] GA resolution 502 (VI) dated 11 January 1952

[3] GA resolution I (I) dated 24 January 1946

[4] GA resolution 41 (I) dated 14 December 1946

Enforcement Measures Division

Non-Military Enforcement Measures Section

Military Affairs Section

Trusteeship of Strategic Areas Section

Atomic Energy Commission Group

As of January 1968, the organizational set up had developed as follows: I. Office of the Under-Secretary. II. Political Affairs Division. III. Security Council and Political Committees Division.

Description of the archives[1]

Office of the Under-Secretary-General/Assistant Secretary-General: Correspondence files (non-Registry files); Four Power Commission of Investigation for the Former Italian Colonies (non-Registry files); Technical Committee on Berlin Currency and Trade (subject files); U.N. Commission to Investigate Conditions for Free Elections in Germany (administrative files of the Principal Secretary); Published Material-Pamphlets.

Political Affairs Division: Office of the Director (working files re UNCIP, UNCRU and working papers re "Questions Before the United Nations"); European Affairs Section (non-Registry files).

Disarmament Affairs Division: Armaments Control and Enforcement Measures (working files); Atomic Energy Section (working files, Atomic Energy Commission documents, NGO petitions and appeals re Atom Bomb); General Documents and Working Papers of the Division (regulation and reduction of armaments, Commission for Conventional Armaments, Committee of 12, Disarmaments Commission, Geneva Conference of Experts, Conference on the Discontinuance of Nuclear Weapons Tests, Conference of the Ten Nations Committee on Disarmament, other committees[2]).

Security Council and Political Committees Division: Ballot Papers - Security Council Meetings; Sub-Committee on the Situation in Angola; Exhibits Submitted by the Representative of Haiti; Special Mission to the Republic of Guinea Established under Resolution 289 (1970); Security Council Special Mission Established under Resolution 294 (1971) in Senegal (non-Registry files and sound recordings).

Political and Security Council Affairs.

Office of the Under-Secretary-General (non-Registry files).

Political Affairs Division: Working Files of the Director; Files of the European Affairs Section; Working Papers on Questions Before the United Nations.

Disarmament Affairs Division: Armaments Control and Enforcement Measures Section; Atomic Energy Section; General Documents and Working Papers of the Division.

Security Council and Political Committees Division.

1/ Based on the draft Descriptive Inventory (1977).

2/ Final Documents of the Review Conference of the Parties to the Treaty on the Non-Proliferation of the Nuclear Weapons.

ARCHIVES OF THE DEPARTMENT OF POLITICAL AFFAIRS, TRUSTEESHIP AND DECOLONIZATION (DAG-5).

Brief administrative history[1]

The Department of Trusteeship was established in accordance with the General Assembly resolution dated 13 February 1946. Its general responsibilities were: to provide services and documentation for Trusteeship Council, Fourth Committee of the General Assembly and special and ad hoc committees; to supply relevant information to other United Nations organs, Specialized Agencies and Departments of the Secretariat; and to prepare studies and reports in the field of its competence.

The Department was organized under an Assistant Secretary-General in March 1946. It consisted of the three major offices: I. Office of the Assistant Secretary-General. II. Division of Trusteeship. III. Division of Non-Self-Governing Territories.

The organization of these offices from 1946 until the beginning of 1963 is summarized below:

I. Office of the Assistant Secretary-General (1946-1954) - Office of the Under Secretary (1955-   )

This Office was organized as an administrative unit for the direction and co-ordination of the functions of the Department. In a re-organization of the Department in January 1955 the title of Assistant Secretary-General was changed to that of Under-Secretary and the Office became Office of the Under-Secretary.

II. Division of Trusteeship

The Division was established to carry out duties connected with the operation of the International Trusteeship System (Chapters XII and XIII of the United Nations Charter). The System became an active part of the United Nations as a result of the General Assembly approval of eight Trusteeship Agreements on 13 December 1946. The Trusteeship Council was established the following day, 14 December 1946 (GA resolution 64(L). At the end of 1946 the Division comprised: Office of the Director[2] (Reports Unit). Trusteeship Agreement Section.[3] Questionnaires and Territorial Reports Section. Territorial Research and Analysis Section. Visits Section[4]. Petitions Section[5].

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[1] Registration Sheet, 1963.

[2] Trusteeship Council, Fourth Committee of General Assembly, Committees of South West Africa.

[3] Standing Committee on Administrative Unions.

[4] Visiting Missions (for Plebiscite Missions, see: "Missions and Commissions", Record Group 14).

[5] Committees on Petitions.

The Changes in the organization of the Division included:

Reports Unit	dissolved in 1948 and the main portion of its functions - including the drafting of the Council's and the Secretary-General's reports on Trusteeship matters - absorbed by the Office of the Director.
Reports, Questiornaire and Visits Section	created at the beginning of 1955 by combining Questionnaires and Territorial Reports Section and Visits Section. In January 1961 the Section absorbed the Territorial Research and Analysis Section and was renamed General Problems Section.

Later the Division has undertaken added responsibilities in assisting, in its field, certain ad hoc and special committees of the General Assembly, the most prominent being the Special Committee of Seventeen (later Twenty-four), officially known as Special Committee on the Situation with regard to the Implementation on the Declaration on the Granting of Independence to Colonial Countries and Peoples (established in 1961). Despite these extra duties, however, the work of the Division has gradually diminished, due to the successive withdrawal from the Trusteeship System of territories being granted independence.

The organization of the Division was at the beginning of 1963: Office of the Officer in Charge. Petitions Section. Trusteeship Agreement Section. General Problems Section.

III. Division of Information from Non-Self-Governing Territories (until 1947: Division of Non-Self-Governing Territories)

The Division was assigned duties related to Member States' observance of the Declaration Regarding Non-Self-Governing Territories (Chapter XI of the Charter). These duties were chiefly based on securing and reviewing the information on Non-Self-Governing (other than Trust) Territories officially transmitted by Governments. A Special Committee on Information Transmitted under Article 73e of the Charter was formed on 3 November 1947 (res.146(II)) to report to the following session of the General Assembly. This Committee (later re-named Committee on Information from Non-Self-Governing Territorities) was thereafter re-established every third year and again renewed in General Assembly resolution 1700(XVI) of 19 December 1961 with instructions to work in close co-operation with the Committee of Seventeen (Twenty-four).

The organization of the Division was by the end of 1946 as follows: Office of the Director (Providing services for the Committee on Information from Non-Self-Governing Territories, the Fourth Committee of the GA and ad hoc committees in the field). African Section. Caribbean Section. Pacific-Asia Section. General Research Section.

Organization changes within the Division included:

General Research Section	changed to Specialists Unit in 1947 and Special Studies Unit in 1955. It was abolished in January 1961.
African, Pacific-Asia and Caribbean Sections	re-organized in January 1961 into: Africa-Asia Section and Pacific-Caribbean Section.

The structure of the Division as of the beginning of 1963 was: Office of the Director. Africa-Asia Section. Pacific-Caribbean Section.

Description of the archives (Department of Trusteeship and Information from Non-Self-Governing Territories)[1].

Office of the Assistant Secretary-General: Subject files; working files (Reports and Documentation); working files (Committees and Commissions). Office of Principal Director (subject files). Executive Office (subject files).

Division of Trusteeship: Office of the Director (subject files). Trusteeship Agreements Section (subject files; trusteeship agreements files). General Problems Section (subject files; legislative and reference material; working papers of Section Chief). Petitions Section (communications and petitions concerning trust territories).

Division of Information: Office of the Director (subject files).

UN Commission of Inquiry on the Reported Massacres in Mozambique: Working files.

THE ARCHIVES OF THE DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS (DAG-6).

Brief administrative history[2]

The Department of Economic and Social Affairs was established on 1 January 1955, consolidating in a single unit the former Departments of Economic Affairs and Social Affairs.[3] The new department consisted of the following main sections:

I Office of the Under-Secretary, ECOSOC Secretariat
II Bureau of Economic Affairs
III Statistical Office
IV Bureau of Social Affairs
V Division of Human Rights
VI Transport and Communications Division
VII Division of Narcotic Drugs

From 1 January 1955 to September 1967 the Department has undergone numerous organizational changes.

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[1] From the Draft Descriptive Inventory, 1977.

[2] Registration Sheet, 1968.

[3] ST/SGB/97/Rev.1 dated 1 January 1955.

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Description of the archives

So far very little of the ESA departmental files has been transferred to the Archives. At the time of the dating of the "Registration Sheet" (1968) only the following accessions had been done:

I. Office of the Under-Secretary
   1. Subject files re Legislative Index 1955, Regional Economic Commissions 1954-56, Industrialization 1955-56, and Implications of the Admission of New Members 1956.
   2. Documents from files of Under-Secretary for ESA re early history of International Development Association, Washington, D.C.; role of UN in IDA, 195960.

II. Commission for Technical Co-operation
   1. BTAO, Section for Africa - Working files of the Section for Africa re Projects (1959-64) in Ghana, Libreria, Libya and Sudan.

III. Resources and Transport Division
   1. Credentials of Delegates who attended the 3rd UN Regional Cartographic Conference for Asia and the Far East, 27 October - 10 November 1961, Bangkok, Thailand.
   2. Working papers re "International Technical Conference on the Conservation of the Living Resources of the Sea", FAO, Rome, Italy, April 1955
   3. Credentials of delegates who attended the 4th UN Regional Cartographic Conference for Asia and the Far East, 21 November - 5 December 1964, Manila, Philippines

IV. Commissioner for Social Development and Housing
   1. Social Development Division - Working files and reports on migrants, 1948-59.
   2. Social Development Division - Administrative and working files of the Rehabilitation of the Physically Handicapped Unit, 1950-63.

THE ARCHIVES OF THE DEPARTMENT OF ADMINISTRATION AND MANAGEMENT (DAG-7).

This department was established in 1969 to be responsible for the Office of Personnel Services, the Office of Financial Services and the Office of General Services. No finding aid programme has begun.

THE ARCHIVES OF THE OFFICE OF FINANCIAL SERVICES (former Office of the Controller) (DAG-8).

Brief administrative history[1]

The Office of the Controller, originally known as the Bureau of the Comptroller, was a part of the Department of Administrative and Financial Services which was established in March 1946.[2] On 17 January 1949, the Bureau of the Comptroller was abolished, as was the Bureau of Administrative Management and Budget (BAMB) in the same department. In their place two new offices were created namely, Bureau of Finance and Inspection Service.[3]

Functions taken over by the Bureau of Finance were those of the Estimates and Organizations Division, the Management and Engineering Division, the Budget Division, the Expenditure Control Division, General Accounts Division, Staff Accounts Division, Treasury Division and the Taxation Division. Functions taken over by the Inspection Service were those of the Administrative Review and Internal Audit and Audit Division.

The Department of Administrative and Financial Services was formally abolished by the Secretary-General as of 1 February 1954,[4] and its responsibilities re-allocated. The Bureau of Finance was made directly responsible to the Secretary-General. Its name was changed to Office of the Controller on 1 January 1955 when certain organizational units were established under the Office of the Secretary-General.[5] Its set-up then was as follows: 1. Office of the Controller - The Under-Secretary. 2. Budget Division. 3. Accounts Division. 4. Treasury. 5. Internal Audit Service.

Since September 1971 the Office has been organized as follows:

1. The Assistant Secretary-General - The Controller
    a. The Deputy Controller
    b. The Director of Policy Co-ordination
2. Secretariat of the Advisory Committee on Administrative and Budgetary Questions
3. Budget Division
    a. Insurance Unit
4. Accounts Division
5. Treasury
6. Internal Audit Service (IAS)
7. United Nations Board of Auditors
8. Advisory Board on Compensation Claims

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[1] Registration Sheet 1971.

[2] GA Resolution No. 13(I), Annex I, dated 13 February 1946,

[3] ST/SGB/32/Rev.2, dated 17 January 1949,

[4] ST/SGB/97, dated 18 February 1954.

[5] ST/SGB/97/Rev.1, dated 1 January 1955.

Description of the archives[1]

1. Office of the Assistant Secretary-General:
   - a. Copies of Project Submission and Budget Allocations for the Congo, filed 1960-61 by Account Code Number and 1962 by Project Numbers.
   - b. Subject files, reports claims, negotiations and working papers re settlement of outstanding United Nations and Belgian claims concerning goods and services provided to the United Nations at the Kamina and Kitona Basis in the Republic of the Congo for the period 1960-64.
   - c. Deputy Director of Policy Co-ordination. Working papers consisting of four folders: (i) Financial estimates re ECOSOC, 1951-62. (ii) Congo; financial rules and procedures, 1960-64. (iii) Congo; contributions, 1962-65. (iv) Congo; status reports, 1960-66.
   - d. Records transferred on 11 August 1970 upon the retirement of the Deputy Controller: (i) Working papers, correspondence and documents relating to budget estimates of the United Nations Temporary Executive Authority (UNTEA), 1962-63. (ii) Report on Netherlands New Guinea for the year 1960 (published in English by the Netherlands Government). (iii) Six documents published (in Dutch) by the Netherlands government concerning the financial and economic as well as the personnel situation in the Netherlands New Guinea Administration, 1962-63.

4. Accounts Division: Recapitulation of Budget with covering memo concerning United Nations 20th Anniversary Commemorative Meeting in San Francisco in June 1965.

5. Internal Audit Service: Financial and correspondence records concerning UNEF, 1963-65.

6. Advisory Board on Compensation Claims: Records of the Board, 1946-52 (four sealed boxes) and 1953-55 (two sealed boxes). These records are to be kept permanently on a strictly confidential basis.

THE ARCHIVES OF THE OFFICE OF PERSONNEL SERVICES (DAG-9).

Brief administrative history

Following the abolition of the Department of Administrative and Financial Services on 1 February 1954,[2] the then Bureau of Personnel was made directly responsible to the Secretary-General. Its name was changed to Office of Personnel on 1 January 1955 when certain organizational units were established as Offices of the Secretary-General.[3]

Description of the archives:

1. Office of the Director: (i) Records of the Personnel Selection Committee and the Review Board. (ii) Chronological Reading Files (1951-52 and 1959-1968).

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[1] Registration Sheet, 1971.

[2] ST/AFS/SGB/97, dated 18 Feb. 1954.

2. Director, Division of Recruitment: Subject files dealing with recruitment and personnel administration re ONUC, 1960-1964.

3. Medical Director, Health Service: X-rays of staff members.

THE ARCHIVES OF THE OFFICE OF GENERAL SERVICES (DAG-10).

Brief administrative history[1]

The Office of General Services was established on 15 May 1954, following the abolition of the Department of Conference and General Services. The Office took over from the old Department the functions of the Bureau of General Services and two smaller units, the Headquarters Construction Staff of the office of the Assistant Secretary-General, and in June 1954, the Correspondence Service of the Bureau of Documents. It was organized under a Director. From May 1954 a Field Operations Service was included in OGS.

As of January 1978, the Office of General Services was organized as follows:

I. Office of the Assistant Secretary-General
II. Special Assignments Service
III. Purchase and Transportation Service
IV. Buildings Management Services
V. Field Operations Service
VI. Communications, Archives and Records Service
VII. Commercial Management Service

Description of the archives:

I. Office of the Assistant Secretary-General: Correspondence files regarding various gifts and donations to United Nations Headquarters from Member states, outside organizations and individuals, 1950-56. Working files of the Assistant Secretary-General, 1951-56. The Dag Hammarskjöld Library Progress Reports, Nos. 1-107 (complete), 6 November 1959 - 20 November 1961. (1 in.). Twentieth Anniversary Commemorative Meetings of the Signing of the Charter of the United Nations in San Francisco, 24-26 June 1965 (Correspondence and Working files of the Administrative Officer, 1964-65). Confidential Reports on investigations of United Nations Information Centres in Karachi and Teheran, 1960-61. Correspondence and working files of the Administrative Officer 25th Anniversary Commemorative Meeting of the Signing of the Charter of the United Nations in San Francisco, June 1970.

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[1] Registration Sheet, 1971.

II. Special Assignments Service: Working papers of the Deputy Chief of Special Assignments Service, Office of General Services. This material deals primarily with the contracts covering construction of the United Nations Building at ECLA, Santiago, Chile and the Dag Hammarskjöld Library at Headquarters. Additionally, some papers cover the early stages of the Headquarters Planning Office. Period covered by this material is for the years 1947-67.

III. Buildings Management Service: Meditation Room Visitors' log books, 1953-1971.

V. Field Operations Service: Photostatic copies of 29 separate I-HJK demarcation line maps for the Palestine area, military approval signatures, various dates, 194850. General Administrative Files, 194955. Administrative files re United Nations Service Medals (Korean Medals), 1950-56. ONUC/UNEF Country and Administrative files (list "A"), 1959-62. ONUC Administrative files: Manual of procedures for Leopoldville Finance Office and Field Offices as of 1 January and ONUC casualty file, 1963-64, comprising cable and memo notifications to Headquarters and Delegations. ONUC Administrative Country and Finance Files 1963-64. UNEF Administrative Country Files (List "B"), 1963-64. UNEF Strength Reports (List "B"), 1963-65. UNEF Supply and Logistic Country Files, 1965. ONUC Administrative Country Files for 1965.

VI. Communications, Archives and Records Service: Branch Registry files regarding San Francisco Conference.

THE ARCHIVES OF THE DEPARTMENT OF CONFERENCE SERVICES (DAG-11).

Brief administrative history[1]

The Office of Conference Services was first established as a separate department on 15 May 1954 following the abolition of the old Department of Conference and General Services[2] and the division of its functions between two new offices, the one under discussion and the Office of General Services.

The new department consisted in 1954 of the following services: Office of the Under-Secretary. Bureau of Documents. Language Service (later called Language and Meetings Services). Publishing Service.

From June 1968 the department was organized as follows: Office of the Under-Secretary-General. Translation Service. Interpretation and Meeting Service. Editorial and Official Records Services. Publishing Service.

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[1] Registration Sheet, 1968.

[2] ST/SGB/97/Amend.1, dated 7 May 1954.

Description of the archives

Interpretation and Meetings Service: Reports of Conference Officers, 1946-56 (including Geneva reports, January-July 1948); and administrative files re the 10th Anniversary Commemorative Meeting of Signing of the Charter of the UN in San Francisco, 20-26 June 1955.

Library: Working files of the Office of the Director, 1948-61.

THE ARCHIVES OF THE OFFICE OF PUBLIC INFORMATION (DAG-12).

Brief administrative history

The Office of Public Information was established as a department by General Assembly resolution in 1946.[1] On 4 March 1946 the Department of Public Information (DPI) was officially organized under an Assistant Secretary-General.

The Department's responsibilities were: advising the Secretary General on information policy; planning the information programme; establishing and maintaining relationship with public information media and with governmental and non-governmental organisations requesting general information concerning the United Nations.[2] Its five divisions, dealing respectevely with Press, Radio, Films and Visual Information, Public Liaison, and Reference and Publications, had the task of keeping the press informed of the activities of the United Nations as well as establishing liaison with non-governmental organisations, educational institutions and the general public. Each division was subdivided into a number of services which have been reorganised several times as the work of the Department has progressed. On July 1958, the name was changed to Office of Public Information.[3]

After a number of re-organizational changes during the period 1952-1971, the administrative organization of the Office of Public Information as of the date of this document is as follows (1975): Office of the Assistant Secretary-General. Press and Publications Division. Radio and Visual Services Division. External Relations Division. Centre for Economic and Scocial Information.

Description of the Archives:

1. Office of the Assistant Secretary-General: Records of Executive Office.
2. External Services Division: Records of Office of the Director.
3. Records of Films and Visual Information Division.
4. Records of Library Services.

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[1] GA resolution No. 13(I), Annex 1, dated 13 February 1946.

[2] SGB 32, dated 21 June 1946.

[3] ST/ADM/SER.A/475, dated 16 May 1958.

5. Records of Management and Circulation Division.
6. Records of Press and Publications Bureau.
7. Records of Radio Division.
8. Records of Reference and Publications Division.
9. Records of Special Services Division.

THE ARCHIVES OF MISSIONS AND COMMISSIONS (DAG-13).

This Archive Group consists of a conglomerate of many small-sized groups originating from United Nations missions and commissions. It consists of over 30 different groups originating from all over the world. Amongst the more voluminous are ONUC (United Nations Operations in the Congo), UNEF (United Nations Emergency Force), UN Commissioner in Libya and the Council in Libya 1949-1951, United Nations Commission for Eritrea 1949-1950. A more broad presentation will here be given of UNEF and ONUC as their archives have been arranged and described in Descriptive Inventories.

United Nations Organization in the Congo

The story has been told numerous times of how the United Nations became involved in the Congo from July 1960 and how the whole "operations" soon became a peace-keeping and civilian assistance programme unprecedented in the history of international aid peace-keeping.[1] The initial *ad hoc* arrangements naturally meant that the first records of the operations were poorly kept. But by the end of August 1960, a registry staff had been assembled and guidance on the maintenance of records issued.

But the distinction between military and civilian functions was not really distinctive. It was the (civilian) administration-Chief Administrative Officer-which was responsible for all the supplies for military and civilian needs, pay, and the coordination of all movements of personnel into and out of the Congo. The rotation of troops was definitely a joint decision of the Special Representative/Officer-in-charge and the Force Commander. On the other hand, it was the military that provided all medical services for ONUC and was responsible for internal transportation of personnel and goods.

The set-up of the various offices in the main towns of the provinces followed very much the same pattern as that at the Leopoldville headquarters. the administrative officer of the branch office was responsible for administrative matters while his military counterpart was responsible for the maintenance of peace and order. In purely strict military matters, the commanding officer dealt directly with the chiefs of the various branches in Leopoldville and the Chief of Staff, keeping the civilian administrative officer informed. This officer, known as the Civilian Representative also was over-all in charge of ONUC in his station.

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[1] Bunche, *ibid*; Urquhart, *ibid*., chapter 15; Ernest W. Lefever: *Uncertain Mandate*, John Hopkins Press, 1967, Chapter I.

Description of the archives

The archives of ONUC may thus be conveniently arranged into four sub-groups as follows:

1. Offices of the Special Representative of the Secretary-General, (later known as) the Officer-in-Charge, and the Chief of Civilian Operations.
2. Office of the Chief Administrative Officer.
3. Branch offices of ONUC, dealing with administrative and technical assistance matters in the field.
4. The Force Commander's Office and the various branches of military operational matters in the field as well as headquarters.

It might be explained that the first sub-groups consisting of the offices of the Special Representative, Officer-in-Charge and Chief of Civilian Operations is so arranged because the top official of ONUC from May 1961 was the Officer-in-Charge. Moreover, during the first 18 months or so, the Chief of Civilian Operations was very closely involved with the political problems[1] and until the end of Round two of the Katanga military operations, the politcal problems certainly overshadowed the aid programme.

One result of the military operations in Katanga was the acquisition of certain records from Katanga which are arranged as a series of sub-group 1.

Two sub-series of this sub-group 1, "Project Files of Civilian Operations" and "Counterpart Committee for Technical Assistance" certainly originated from the Chief of Civilian Operations. They are, however, not arranged into a separate sub-group because it would be most difficult to separate the Non-Registry series and the Chronological series for this sub-group from the records of the sub-group 1.

[Finding aid: Descriptive inventory, 1973.]

1. Office of the SPECIAL REPRESENTATIVE of the Secretary-General, (later known as) office of the OFFICER-IN-CHARGE, and office of the CHIEF OF CIVILIAN OPERATIONS.
    - 1.0. Registry Files
        - 1.0.0. Project Files of Civilian Operations
        - 1.0.1. "Counterpart Committee for Technical Assistance"
        - 1.1. Non-Registry Files
        - 1.2. Chronological Files
            - 1.2.0. Cables
            - 1.2.1. Reading Files
        - 1.3. Files from the "Etat du Katanga, Ministère de l'Intérieur, Administration de la Sûreté" (51 boxes)

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[1] It was Mahmoud Khiary, the Chief of Civilian Operations at that time, who negotiated with Tshombe after the tragic death of the Secretary-General.

- 2. Office of the CHIEF ADMINISTRATIVE OFFICER.
    - 2.0. Registry Files
    - 2.1. Non-Registry Files
    - 2.2. Chronological Files
        - 2.2.0. Cables
        - 2.2.1. Reading Files
- 3. (Reserved)
- 4. Branch Offices of the ONUC.
    - 4.0. Albertville
        - 4.0.0. Registry Files
        - 4.0.1. Non-Registry Files
        - 4.0.2. Chronological Files
            - 4.0.2.0. Cables
            - 4.0.2.1. Reading Files
    - 4.1. Bukavu
        - 4.1.0. Registry Files
        - 4.1.1. Non-Registry Files
        - 4.1.2. Chronological Files
            - 4.1.2.0. Cables
            - 4.1.2.1. Reading Files
    - 4.2. Coquilhatville
        - 4.2.0. Registry Files
        - (4.2.1. Non-Registry Files - all eliminated)
    - 4.3. Elisabethville
        - 4.3.0. Registry Files
        - 4.3.1. Non-Registry Files
        - 4.3.2. Chronological Files
            - 4.3.2.0. Cables
            - 4.3.2.1. Reading Files
    - 4.4. Goma
        - 4.4.1. Non-Registry Files
        - 4.4.2. Chronological Files
            - 4.4.2.0. Cables
            - 4.4.2.1. Reading Files
    - 4.5. Kamina
        - 4.5.0. Registry Files
        - 4.5.1. Non-Registry Files
        - 4.5.2. Chronological Files
            - 4.5.2.0. Cables
            - 4.5.2.1. Reading Files

- 4.6. **Kindu**
  - 4.6.1. Non-Registry Files
  - 4.6.2. Chronological Files
    - 4.6.2.0. Cables
- 4.7. Kitona
  - 4.7.1. Non-Registry Files
  - 4.7.2. Chronological Files
    - 4.7.2.0. Cables
    - 4.7.2.1. Reading Files
- 4.8. Luluabourg
  - (4.8.0. Registry Files - all eliminated)
  - 4.8.1. Non-Registry Files
  - 4.8.2. Chronological Files
    - 4.8.2.0. Cables
    - 4.8.2.1. Reading Files
- 4.9. Stanleyville
  - 4.9.1. Non-Registry Files
  - 4.9.2. Chronological Files
    - 4.9.2.0. Cables
    - 4.9.2.1. Reading Files

5. Offices of the Force Commander of the ONUC Forces.

- 5.0. Office of the Force Commander in Leopoldville
  - 5.0.0. Registry Files
  - 5.0.1. Non-Registry Files
  - 5.0.2. Chronological Files
    - 5.0.2.0. Cables
    - 5.0.2.1. Reading Files
- 5.1. Office of the Headquarters Commandant
  - 5.1.0. Registry Files
- 5.2. Military Operations Branch
  - 5.2.0. Registry Files
  - (5.2.3. Contingent Liaison Offices- all eliminated)
- 5.3. Military Personnel Branch
  - 5.3.0. Registry Files
  - 5.3.1. Non-Registry Files
  - 5.3.3. Military Police
- 5.4. Military Information Branch
  - 5.4.0. Registry Files
  - 5.4.1. Non-Registry Files
- 5.5. Logistics Branch
  - 5.5.0. Chief Logistics Officer
    - 5.5.0.0. Registry Files
    - 5.5.0.1. Non-Registry Files

    - 5.5.0.2. Chronological Files
      - 5.5.0.2.1. Reading Files
  - 5.5.1. Supply and Transport
    - 5.5.1.0. Registry Files
    - (5.5.1.1. Non-Registry Files - all eliminated)
  - 5.5.2. Ordinance
    - 5.5.2.0. Registry Files
    - (5.5.2.1. Non-Registry Files - all eliminated)
  - 5.5.3. Movement Control
    - 5.5.3.0. Registry Files
    - (5.5.3.1. Non-Registry Files - all eliminated)
  - 5.5.4. Engineering
    - 5.5.4.0. Registry Files
      - 5.5.4.0.0. Pakistan Contingent Registry Files- 1 box
      - (5.5.4.0.1. Pakistan Contingent Non-Registry Files - all eliminated)
- 5.6. Medical Branch
  - 5.6.0. Registry Files
  - 5.6.1. Non-Registry Files
- 5.7. Office of the Headquarters Katanga Area
  - 5.7.0. Administration
    - 5.7.0.1. Non-Registry Files
  - 5.7.1. Military Operations
    - 5.7.1.0. Registry Files
  - 5.7.2. Military Information
    - 5.7.2.0. Registry Files
    - 5.7.2.1. Non-Registry Files
  - 5.7.3. Military Personnel
    - 5.7.3.0. Registry Files
    - (5.7.3.1. Non-Registry Files - all eliminated)
  - 5.7.4. Logistics
    - 5.7.4.0. Registry Files
  - 5.7.5. Air Base/Operations
    - 5.7.5.0. Registry Files
    - 5.7.5.1. Non-Registry Files
    - 5.7.5.2. Chronological Files
      - 5.7.5.2.0. Cables
  - 5.7.6. Medical
    - (5.7.6.1. Non-Registry Files - all eliminated)
- 5.8. Air Division
  - 5.8.0. Headquarters in Leopoldville
    - 5.8.0.0. Registry Files

        - 5.8.0.1. Non-Registry Files
        - 5.8.0.2. Chronological Files
            - 5.8.0.2.0. Cables
            - 5.8.0.2.1. Reading Files
    - 5.8.1. Operations
        - 5.8.1.0. Registry Files
    - 5.8.2. Engineering
        - 5.8.2.0. Registry Files
        - 5.8.2.1. Non-Registry Files
    - 5.8.3. Fighter Operations
        - 5.8.3.0. Registry Files
    - 5.8.4. Air Intelligence
        - 5.8.4.0. Registry Files
        - 5.8.4.1. Non-Registry Files
    - 5.8.5. Chartered Aircrafts
        - 5.8.5.1. Non-Registry Files
    - 5.8.6. Air Transports Base N'djili
        - 5.8.6.0. Registry Files
        - 5.8.6.2. Chronological Files
            - 5.8.6.2.1. Reading Files
    - 5.8.7. C-47 Squadron
        - 5.8.7.0. Registry Files

United Nations Emergency Force, I, 1956-1967

Brief administrative history[1]

The United Nations Emergency Force (UNEF) was established in the aftermath of the Middle East conflict of 1956.[2] Its termination in 1967 bringing with it the consequences of another war is also told elsewhere.[3] Resulting from the conflict of 1967, the records of UNEF were sent from Gaza to Jerusalem. They were eventually sent to New York where the great bulk of 511 feet was received in March 1969, with smaller amounts being received up to 1972.

The mandate of UNEF I was clearly that of a force to police peace. Thus, the military aspects of UNEF I were predominant in its organization and set-up.

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[1] From a draft descriptive Inventory 1978.

[2] For details of the establishment of UNEF, see Cordier, H.W. or W. Foote (ed) Public Papers of the Secretaries-General of the United Nations, Vol. III; Dag Hammarskjöld 1956-1957. Columbia University Press, 1973, pp. 314-365; Urquhart, B., Hammarskjöld, Alfred Knopf, 1972, pp. 175-194.

[3] Annual Report of the Secretary-General on the work of the organization. 16 June 1966 - 15 June 1967. A/6701, pp. 1-2

The Force Commander had over-all responsibility for UNEF and under him was the Chief Administrative Officer who was the head of the civilian support services for the troops. The normal services of supplies, procurements, finance, and communications were under civilian control. Information and legal and political advisory services were directly under the Force Commander.

The military conterpart to the Chief Administrative Officer was the Chief of Staff with the whole military functions divided in the usual manner of Operations, Military Personnel, Logistics, Engineering, etc. Each of the national contingents had a liaison officer in the Office of the Force Commander.

Desctiption of the archives

The records originating from the civilian functions were maintained under two systems. One, there was a central registry system similar to that of the UN Secretariat Registry. The second system was the non-registry files kept by the Chief Administrative Officer and his principal assistants or those maintained in some units such as finance, procurement and liaison offices.

In general, the Registry files contained the main and important part of the records while the non-registry files were mainly working papers and duplicate records of those found in the Registry system.

The military kept its own records with each of the component functions such as Operations, Military Personnel, and Logistics using a simple numerical system.

The UNEF I records are arranged in two main sub-groups in accordance with their origin. The Registry files from the Office of the Chief Administrative Officer are followed by the non-registry files from the various officials and offices dealing with general administration.

The Military sub-group of records are arranged beginning with the files from the Office of the Force Commander followed by Operations, Military Personnel and Logistics. It should be noted that some files of the Military Personnel bear the registry numbers of the civilian sub-group of records. They deal with routine matters relating to thefts, traffic offences and minor misdemeanors.

Other Missions and Commissions

The archives of the other Missions and Commissions are in various stages of arrangement. Preliminary inventories are available for all such missions that are listed below:

1. United Nations Commissioner in Libya and Council in Libya, 1949-1951

2. United Nations Commission for Eritrea, 1949-1950
3. United Nations Advisory Council in Somaliland (UNACS), 1950-1960
4. United Nations Commission on the Racial Situation in the Union of South Africa (UNCORS), 1953-1955
5. U.N. Visiting Mission to Trust Territories in East Africa
6. United Nations Plebiscite Commissioner of the Trust Territory of Togoland Under British Administration (UNPCT), 1955-1956
7. United Nations Commission of Investigation into the Death of Mr. Dag Hammarskjöld, Secretary-General, and Members of His Party, 1961-1962
8. Good Offices Committee and United Nations Commission for Indonesia, 1947-1951
9. United Nations Temporary Executive Authority in West Irian (UNTEA), 1962-1963
10. United Nations Representative in West Irian (UNRWI)
11. United Nations Temporary Commission on Korea (UNTCOK), 1947-1948
12. United Nations Commission for Unification and Rehabilitation of Korea (UNCURK), 1947-1974
13. United Nations Memorial Cemetery in Korea (UNMCK), 1959-1974
14. United Nations Plebiscite Adminstrator for Jammu and Kashmir, 1948-1950
15. United Nations Commission for India and Pakistan (UNCIP), 1948-1950 and United Nations Representative for India and Pakistan (UNRIP), 1950
16. United Nations India Pakistan Observation Mission (UNIPOM), 1965-1966
17. U.N. East Pakistan Relief Operation, U.N. Relief Operation Dacca and U.N. Relief Operation Bangladesh
18. United Nations Malaysian Mission (UNMAM), 1963
19. United Nations Fact-Finding Mission to South Vietnam, October-November 1963
20. Security Council Mission to Cambodia and Vietnam
21. Mission of the Special Representative of the Secretary-General to Cambodia and Thailand, 1966-1968 (De Ribbing Mission)
22. United Nations Special Committee on Palestine, 1947
23. United Nations Palestine Commission (UNPC), 1947-1948
24. United Nations Truce Commission for Palestine
25. United Nations Mediator for Palestine, 1948-1949
26. United Nations Truce Supervision Organization (UNTSO), 1948-1968
27. United Nations Conciliation Commission for Palestine, 1948-1951
28. United Nations Suez Canal Clearance Operations (UNSCO), 1956-1957
29. United Nations Observation Group in Lebanon (UNOGIL), 1958-1959
30. Spinelli Mission (United Nations Presence in Jordan), 1958-1967

31. United Nations Yemen Observation Mission (UNYOM), 1963-1964
32. United Nations Mid-East Missions (UNMEM)
33. United Nations Commission for Investigation of Greek Frontier Incidents, 1946-1947
34. United Nations Special Committee on the Balkans (UNSCOB), 1948-1952
35. Reporting Mission of the Representative of the Secretary-General in the Dominican Republic - REPDOM

External archive groups

Those are of two kinds: (a) records of defunct organizations and (b) deposited non-current records of still existing United Nations institutions that have their own secretariats. To (a) belong archive groups PAG (predecessor archive groups) 1-6 and ROAG (related organs archive groups) 1-2.

The principal archive group known as the predecessor bodies (PAG) consists of archive groups as follows:

PAG-1	International Penal and Penitentiary Commission, 1893-1951
PAG-2	United Nations Information Organization, 1941-1946
PAG-3	United Nations War Crimes Commission, 1943-1949
PAG-4	United Nations Relief and Rehabilitation Administration, 1943-1949
PAG-5	United Nations Conference on International Organization, 1945
PAG-6	United Nations Preparatory Commission and Temporary London Office, 1945-1946

The principal archive group known as the related organs and agencies (ROAG) consists of archive groups as follows:

ROAG-1	International Refugee Organization, 1946-1952 (formerly RG-27)
ROAG-2	United Nations Korean Reconstruction Agency, 1950-1960 (formerly RG-38)
ROAG-3	United Nations Children's Fund (formerly RG-24 & 25)
ROAG-4	United Nations Relief and Works Agency for Palestine Refugees in the Near East (formerly RG-37)
ROAG-5	United Nations Development Programme (formerly RG-34 & 35)
ROAG-6	United Nations Joint Staff Pension Fund (formerly RG-15)

All the above archive groups except PAG-3, are open for public search. The archive groups PAG-4 and PAG-6 have been described and arranged while the others have been listed.

THE ARCHIVES OF THE INTERNATIONAL PENAL AND PENITENTIARY COMMISSION (PAG-1)

Brief administrative history

An International Penitentiary Commission was instituted at the first

International Penitentiary Congress convoked in London in 1872, its original functions being "to communicate with various governments, to draw up a uniform scheme of action, and to prepare for a future Congress." It consisted of ten members, not representing their governments but acting under the mandate of the Congress, thus forming the nucleus from which the future International Penal and Penitentiary Commission developed, following the establishment of the Permanent Bureau in 1926.

In 1929, the Commission which had been known both as International Penitentiary Commission and the International Penal and Penitentiary Commission, officially adopted the latter title, and the name of the Congresses was changed correspondingly.

At its first meeting in Brussels in 1874, the Commission decided that to attain the ends in view, it was necessary for the Commission to acquire an official character by inviting governments to send officially appointed delegates to the meetings. Sveral governments responded, and at Bruchsal in 1857 and Brussels in 1877, regulations for future Congresses were outlined; and at a meeting of an executive sub-committee held in Brussels in 1877, a draft of Statutes or Regulations of the International Penitentiary Commission was elaborated. In 1880 these Regulations were adopted at a Session of the Commission in Paris, but several states raised objections to certain of the Regulations, and it was not until 1896, following the Paris Congress of 1895, that all interested governments adhered to the Commission and accepted the Regulations without reserve. Under the new Regulations the Commission was then composed of official delegates from each member country, each delegation possessing one vote in its deliberations.

Besides the organization of the Penal Congresses every five years, with the exception of the war years, the two major "institutions" of the Commission were the "Bulletin" published by the Secretary General since 1880, and the Permanent Bureau established in Berne in 1926. Originally instituted to ensure the continuity of the Penal Congresses, the Commission gradually developed into an organization of wider influence and importance, thus implementing the directives laid down in Section One of the Commission's regulations, which stated that the purpose of the Commission is: "to collect documents and information regarding the prevention and repression of crime, and of prison administration, in order to advise governments on the general measures to be taken to prevent violation of the penal law and to provide for the repression of crime and at the same time to reform criminals."

Curtailed during the war years, 1939-45, the work of the Commission revived in 1946, and in that year the Commission approached the United Nations, offering its services in a consultative capacity as an organization specializing in the penal and penitentiary fields. Some opposition was encountered, first as to its status as an inter-governmental agency, but principally due to the antagonism aroused by the membership of the Franco government on the

Commission. Spain, which had been a member since 1887, withdrew from the Commission in March 1948, following a resolution of the Social Commission of the Economic and Social Council, the Secretary-General of the United Nations was instructed to enter into consultation with the International Penal and Penitentiary Commission.

Following the last Congress of the International Penal and Penitentiary Commission, held at the Hague in September 1950, the Bureau of the Commission was liquidated; and on 1 December 1950, the General Assembly approved a resolution by which the International Penal and Penitentiary Commission was integrated with the United Nations. Henceforth the work of the I.P.P.C. was incorporated in the activities of the Department of Social Affairs of the Secretariat of the United Nations.

Description of the archives

The period covered is 1893-1951 and the volume is 11 linear metres.

/Finding aid: Registration sheet, 1952/.

Series: Accounting records, 1893-1939; correspondence of the Secretary-General, 1910-1926; and Registry files of the Permanent Bureau, 1925-1951.

THE ARCHIVES OF THE UNITED NATIONS INFORMATION ORGANIZATION (PAG-2)

Open for public research.

Period: 1941-1946. Volume: 26 linear metres.

THE ARCHIVES OF THE UNITED NATIONS WAR CRIMES COMMISSION (PAG-3)

Brief administrative history

The United Nations War Crimes Commission was established on 20 October 1943, by a meeting of Allied and Dominion representatives convened for the purpose at the Foreign Office in London. The first official meeting was held on 11 January 1944, and the Commission continued its work in London until the end of March 1948.

The Commission, which was composed of representatives of its Member Governments, performed valuable functions in connection with the development of principles of international law and planning for international tribunals. Its primary task, however, was to collect, investigate and records evidence of war crimes and to report to the governments concerned those instances where the material available appeared to disclose a prima facie case. In carrying out this function, the Commission was assisted by National Offices established by each of the constituent members. Formal charges against alleged or suspected war criminals were submitted to the Commission by the National Offices, along with the supporting data and a description of evidence available. It was the responsibility of the Commission to determine whether there appeared to be sufficient evidence to warrant the listing of the persons charged as war criminals in order that they might be detained and prosecuted by the member governments

The War Crimes Commission took no part in the detention of persons listed or in the prosecution of the cases, and it should be noted that only a very small proportion of the persons listed as war criminals by the Commission have ever been prosecuted.

The Commission established three main committees:

Committee I, the Committee on Facts and Evidence. The responsibility of Committee I was to study the charges made by governments and to prepare the listings of war criminals.

Committee II, the Committee on Enforcement. The "Enforcement" comprised all measures considered necessary to ensure the detection, apprehension, trial and punishment of persons guilty of or responsible for war crimes.

Committee III, the Legal Committee. Its function was to advise the Commission and the Governments on legal questions.

Other committees were the Far Eastern Committee, the Public Relations Committee, the Finance Committee, the Executive Committee, and the Legal Publications Committee.

A Research Office was established to do further investigation where necessary, to meet requests for information, and to arrange for the publications of the Commission.

On 10 October 1944, a Far Eastern and Pacific Sub-Commission was set up as a branch of the War Crimes Commission, with Headquarters at Chunking. The Sub-Commission established two sub-committees, a Committee on Facts and Evidence and a Finance Committee.

To assist the National Offices, the Commission, in May 1945, called together and organized a Conference of the National Offices, which considered problems of coordination the work of the National Offices and the War Crimes Commission.

Bibliography:

United Nations War Crimes Commission History of and the Development of the Laws of War. Compiled by the United Nations War Crimes Commission. London, His Majesty's Stationery Office, 1948.

Description of the archives

The period covered is 1943-1949 and the volume is 81 linear metres. /Finding aid: Registration sheet, 1956/.

Series: Summary minutes of meetings; documents; records of the Research Office charge files and related material; periodical lists of war criminals, suspects and material witnesses and related material; lists of war criminals submitted by outside authorities; correspondence of the War Crimes Commission; documents and transcripts of the International Military Tribunal for the Far East; reports of national military tribunals.

THE ARCHIVES OF THE UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION (UNRRA) (PAG-4)

Open for public research.

Brief administrative history

The United Nations Relief and Rehabilitation Administration (UNRRA) was established on 9 November 1943 when forty-four nations (later increased to forty eight) signed an Agreement, the purpose of which was to "Plan, coordinate, administer or arrange for the administration of measures for the relief of victims of war in any area under the control of any of the United Nations through the provision of food, fuel, clothing, shelter and other basic necessities, medical and other essential services." (Article I.2). The more important predecessor organizations were the Office of Foreign Relief and Rehabilitation Operations of the United States Department of State (OFRRO), set up on 21 November 1942, and the Inter-Allied Committee on Post-War Requirements (Leith-Ross Committee), set up in London in September 1941.

The Agreement provided for a Council, on which each member Government was represented and which met in six sessions from November 1943 to December 1946; a central Committee, consisting initially of China, U.S.S.R., U.K., and U.S., to make policy decisions between Council Sessions; a Committee on Supplies and various regional and special committees; and a Director-General to serve as the Chief executive and administrative officer. Under the latter's direction a staff numbering almost 25,000 was recruited and organized throughout the world. Headquarters was in Washington, and a major field office, the European Regional Office, was set up in London.

UNRRA operations came to an end in the latter part of 194 , but the demobilization of the staff and the liquidation of property and accounts continued over a long period. The post of Director-General was succeeded on 30 September 1948 by that of Administrator for Liquidation, which continued until 31 March 1949. At that time the records and a few remaining functions were taken over by the United Nations.

Directors General:		
	Herbert H. Lehman,	1 January 1944 - 31 March 1946
	Fiorello H. LaGuardia,	1 April 1946 - 31 December 1946
	Lowell W. Rooks,	1 January 1947 - 30 September 1948

The official history (UNRRA: The History of the United Nations Relief and Rehabilitation Administration, Woodbridge, George and others, New York, 1950, Columbia University Press, 3 vols.) contains useful data on the structure of the organization and the functions of the various offices.

Description of the archives

The period covered is 1943-1949, and the volume 900 linear metres.

[Finding aid: Registration sheet, 1960].

Series: Records of Headquarters: Documents and publications, 1941-1949; Executive Offices, 1943-1950; Bureau of Administration, 1943-1949; Bureau of Supply, 1943-1949; Bureau of Areas, 1944-1945; Office of Country Mission Affairs; Bureau of Services, 1943-1948; Controller, 1943-1949.

Records of the European Regional Office: Registry, 1944-1949; Controller, 1944-1948; Department of Finance and Administration, 1944-1948; Department of Supply, 1944-1948.

Records of Missions

Relevant records kept elsewhere

1. Most of the records of the Office of Foreign Relief and Rehabilitation Operations of the United States Department of State (OFRRO), 1942-44, are now in the custody of the National Archives and the Department of State, Washington.
2. The records of the Inter-Allied Committee on Post-War Requirements (Leith-Ross Committee), 1941-44, appear to be distributed among the files of UNRRA, the United Kingdom Government and the Combined Working Party on European Food Supplies (now in custody of the United States Department of State).
3. The records of the International Refugee Organization in the Archives Nationales in Paris contain some UNRRA materials on UNRRA's work with refugees and displaced persons and on UNRRA's part in the organization of IRO.
4. Records of the UNRRA Bureau of Supply, Medical and Sanitation Supplies Division, and Bureau of Services, Health Division, are in the custody of the World Health Organization, Geneva.
5. Records of UNRRA and BOTRA were taken over by the Ministry of Foreign Affairs, Taipei, Taiwan, China.
6. The UNRRA Library, including its map collection, was transferred to the United Nations Library in March 1947, and has since been incorporated with the UN Library's collections.

THE ARCHIVES OF THE UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION (UNCIO) (PAG-5)

Brief administrative history

Plans for the establishment of a United Nations organization may be said to have started at least as early as the Atlantic Charter discussions of August 1941 . Following the Declaration by United Nations, signed on 1 January 1942, the Moscow meeting in October 1943 resulted in a Delcaration by the four powers in which, among other points, they recognized the necessity of establishing "a general international organization." After informal discussions had resulted in agreement on most basic points, the governments of the United States, the United Kingdom, the U.S.S.R., and China appointed representatives to meet in Washington to work out a plan for consideration by their governments and subsequent submission to all the United Nations. These "conversations", from 21 August to 7 October 1944, resulted in the Dumbarton Oaks Proposals, which outlined a permanent United Nations organization to consist of a General Assembly, a Security Council, an International Court of Justice, a Secretariat, and an Economic and Social Council. All member states were to be represented in the Assembly and each was to have one vote. The Security Council was to be composed of representatives of the United States, the United Kingdom, the U.S.S.R., China, and France, who would have permanent seats, together with representatives of six other states to be elected by the Assembly for terms of two years.

The conferences at Dumbarton Oaks were unable to arrive at agreement on the question of voting procedure in the Security Council, but at Yalta in February, 1945, the heads of the Governments of Great Britain, the United States, and the U.S.S.R. agreed upon a system allowing each member one vote but providing that decisions on all save procedural matters would require "the concurring votes of the permanent members." The Crimea Conference also agreed that the United Nations Conference on International Organization should meet at San Francisco on 25 April 1945. Formal invitations to attend were issued by the United States on behalf of itself and the Governments of the United Kingdom, the U.S.S.R. and China.

The United Nations Conference on International Organization convened at San Francisco, on 25 April 1945. Meetings continued until 25 June 1945, when the final plenary session was held and the delegates unanimously approved the charter of the United Nations, the Statute of the International Court of Justice, and the "Interim Arrangements" for the establishment of the Preparatory Commission of the United Nations. The signning ceremony took place on the following day.

At the conclusion of the conference, all its records, including from 50 to 200 copies of each mimeographed document, were shipped to London for the use of the United Nations Preparatory Commission. In the spring of 1946 they were returned to the United Nations headquarters at Hunter College, New York, where they became a part of the United Nations Archives.

Secretary-General: Alger Hiss.

Description of the archives

There are two main series of archives:

1) Administrative records from the Conference Secretariat.
2) Proceedings of the Conference.

The administrative records deal with the organization of the Conference, its publicity and general public interests matters. The records of the various commissions and technical committees of the Conference and their working papers are to be found in the other series. The principal recommendations of the Conference were published.

THE ARCHIVES OF THE UNITED NATIONS PREPARATORY COMMISSION AND TEMPORARY LONDON OFFICE. PAG-6.

Brief administrative history

This Archive Group contains archives that originated from two bodies that had the responsibilities of organizing and formulating the administration of the United Nations Organization and its Secretariat. The seat of both bodies was London, the United Kingdom, where the first General Assembly of the United Nations Organization was held in early 1946.

The Preparatory Commission had as its responsibilities the formulating of United Nations Organization, its organs and committees, the relationship with the Specialized Agencies, the transfer of the assets of the League of Nations, and the organization of the Secretariat with its permanent location. The Preparatory Commission was headed by an Executive Secretary.

For the purposes of establishing a Secretariat of the Organization, the Executive Secretary was also the chief administrative officer of the Secretariat which was known as the Temporary London Office. The principal functions of this Office were the recruiting, appointing, staffing, and servicing of the United Nations, and later on the liquidating of the Preparatory Commission.

It was, therefore, clear that the same files created originally by the Preparatory Commission were utilized by the Temporary Office, for the same officials as a general rule functioned in both bodies. Much of the files were physically taken over and used by the Temporary Office upon the official cessation of the Preparatory Commission. Until February 1946, both bodies functioned side by side: The Temporary Office did not remain much longer in London after the establishment of the permanent Secretariat Headquarters in New York.

Brief description of archives[1]

From the view of archival provenance, there is no doubt that the same group of files maintained by one registry were used by both bodies. When the Preparatory Commission ceased to function officially, the other body, the Temporary Office continued to function using the same files and occasionally establishing new series of files as required or incorporating the 'old' files into its series. There was no distinct break in the files to distinguish one body from the other.

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[1] Draft Inventory 1977.

However, there are archive series that are distinctly those of the Preparatory Commission which had its defined functions. Similarly, when the Preparatory Commission ceased its functions, there are series of archives distinctly emanating from the Temporary Office.

The archives of this group are thus divided for the purposes of this arrangement and description into two sub-groups. The first sub-group are series of archives emanating from the Preparatory Commission. Those files already incorporated into the series of files of the Temporary Office are arranged in the second sub-group of the Temporary London Office.

THE ARCHIVES OF THE INTERNATIONAL REFUGEE ORGANIZATION, WASHINGTON OFFICE, ROAG-1.

Period: 1946-1952, volume: 3 linear metres.

THE ARCHIVES OF THE UNITED NATIONS KOREAN RECONSTRUCTION AGENCY (UNKRA, 1950-1960), ROAG-2.

Brief administrative history [1/]

The UNKRA was established by the General Assembly on 1 December 1950 by Resolution 410(v) as its subsidiary body to undertake relief and rehabilitation programmes in Korea. This Agency, in the mold of the United Nations Relief and Rehabilitation Agency (UNRRA) was envisaged to provide the same types of relief and rehabilitation programmes that were the hallmark of UNRRA. It was to work in conjunction with the earlier established mission, the United Nations Commission for the Unification and Rehabilitation of Korea (UNCURK) (established by Resolution 376(v) 7 October 1950) and the Unified Command. As with UNRRA, UNKRA was to provide the necessary relief and rehabilitation programmes to enable the war-torn Korean economy to be re-established as the basis for a future unified Korean Nation.

The operations of UNKRA were placed under the direction of an Agent General advised by an Advisory Committee of five member countries. The headquarters of the Agency was established in New York in early 1951, and an Agent General only appointed in May 1951. Mr. J. Donald Kingsley, Director-General of the International Refugee Organization, held the post of Agent General until 15 May 1953. He was succeeded by Lt. Gen. John B. Coulter, USA (Ret.) until 15 September 1958 when the major operations of the Agency ended. During the liquidation period, an Administrator was appointed to be in charge of the UNKRA's affairs.

1/ Descriptive Inventory, 1974.

Though the Agent General was formally appointed in May 1951 the headquarters of UNKRA was established in New York in early 1951. But owing to the continued hostilities, it remained there until after the Korean armistice was signed. There were, however, regional (branch) offices in Seoul, Korea and Tokyo, Japan as well as in Europe (London and Geneva) and Washington, D.C. When the headquarters was transferred to Seoul on 28 September 1953, the New York headquarters office became the American Regional Office.

The liquidation period lasted two years. The New York office once again became the centre of activities during this time and all records from every other office were transferred to it. UNKRA ceased as an organization on 31 August 1960.

Description of the archives

Being established in New York, the Agency's headquarters received the advice of the United Nations Secretariat Registry, and accordingly the UNKRA's records were set up in a similar pattern. A numerical system was used:

1 - 99	Organization and Management (general administration of UNKRA)
100 - 199	Relief and Rehabilitation (long-range)
200 - 299	Emergency Relief Programme
300 - 399	Procurements under the Relief and Rehabilitation Programme
450	Contributions to Emergency Relief Programme by Governments, Specialized Agencies, Individuals and NGO's
500 - 599	Public Information and Liaison

The personnel and financial files were not included in the Registry records. They formed the non-registry series, and together with the working files of officials at various levels, they were known as the 'Administrative Files'. There was another series of records called the 'Project Files', using a simple numerical system.

During the liquidation period in New York, two things happened to the records of UNKRA. One, the records of the regional (branch) offices were incorporated with those from the headquarters into one record series. (This reflected the similar function of the United Nations Secretariat Registry of 'consolidating' the records of branch registries into one series.). Two, at some indeterminate date, an artificial series of records called 'historical files' was created. It consisted of selected files and papers extracted from the registry and non-registry series or of copies/duplicates of such records. The files in this 'historical files' series were arranged in the reversed chronological order, with the latest date at the bottom. Here again, the influence of UNRRA was evident, for it was expected that an 'official history' of UNKRA would be written based on this artificial series of records.

The records of UNKRA were transferred to the United Nations Archives in September 1960. Other records relating to claims and litigation were transferred in 1966.

Owing to the fact that the UNKRA Office in New York during the liquidation phase had rearranged all the records from the branch offices together, and "consolidated" them, and furthermore, created an artificial series of 'historical files', it is not possible today to arrange all the records according to their offices of origin. While the main body of the registry files, personnel files, financial files and project files had not been unduly disturbed, the non-registry administrative files have changed in character. One other feature of the UNKRA records is that both the personnel files and financial files had been merely housekeeping routine type of records with the substantive matters being dealt with within the registry and non-registry series.

A careful study of the records led to the decision to arrange the Agency's records within six easily identified series as follows:

1. Registry files - These files originated with the UNKRA Registry at Headquarters in New York, transferred to Seoul and then back to New York in 1958. They are based on a numerical system as described in para. 5 above. A small part of the files were extracted probably during the liquidation period to form the 'historical files'; and the major part of the remainder formed this series of Registry files (see point 7).

2. Project files - The records using a simple numerical system to identify the various types of projects on a sector basis, such as Food and Agriculture, Industries, Power, Education, Health, etc. Some of these files had also been removed to form part of the 'historical files'.

3. General Administration - These were the various non-registry files of officials and branches, and dealing with all matters that were not included (for unknown reasons) within the Registry Files. The files from the Executive Office of the Agent General and the American Regional Offices predominate. Again, some of the files had been removed to form part of the 'historical files'.

4. Personnel Files - The records of a merely routine nature that deal with medical matters of the staff and with their tax records.

5. Financial Files - They are the records of the contributions from the member states and other sources, the usual accounting records, bamk statements, claims and tax correspondence.

6. Historical Files - As explained above, the files were assembled from the other series, with a view to be used for the writing of the history of the Agency.

THE ARCHIVES OF THE UNITED NATIONS CHILDREN'S FUND (UNICEF), ROAG-3.

(See also entry on UNICEF).

Owing to the physical location of the UNICEF Headquarters, the records originating from its activities have been treated as if they were records of one of the departments of the UN secretariat. The financial and personnel records have been transferred to the UN Archives and are retained in accordance with the retention schedules for such categories of records. UNICEF has also transferred to the UN Archives for custody the records emanating from programmes it undertakes in various countries. These are the substantive records of UNICEF covering the years 1947 to 1974, measuring 133½ metres. The whole problem of the archives of UNICEF and their keeping is being studied. In the meantime, the question of public access has not been solved. Enquiries as to the availabibility of UNICEF archives should be directed to the Chief, Personnel Division, UNICEF.

THE ARCHIVES OF THE UNITED NATIONS RELIEF AND WORKS AGENCY FOR PALESTINE REFUGEES IN THE NEAR EAST (UNRWA), ROAG-4.

Volume: one linear metre.

THE ARCHIVES OF THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP), ROAG-5.

(See also entry on UNDP).

The records created by the Technical Assistance Board (TAB) and the UN Special Fund (SF) had come under the usual Archives procedures for the keeping of non-current records since both units were part of the UN Secretariat. With the advent of the UNDP, only certain categories of records originating from UNDP headquarters continued to follow the Archives procedures. The total question of the archival organisation of the UNDP records is now under study. The UN Archives have in their custody three series of records: TAB; SF and UNDP financial and personnel records. The latter is governed by the retention schedules of the Archives Section; the first two are in the process of being descibed, preliminary lists having been compiled.

THE ARCHIVES OF THE UNITED NATIONS JOINT STAFF PENSION FUND, ROAG-6.

Volume: 183 linear metres.

THE ARCHIVES OF THE UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH (UNITAR), ROAG-7.

(See also entry on UNITAR).

Volume: 16 linear metres. No finding aids.

RELEVANT RECORDS KEPT ELSEWHERE

The United Nations Secretariat has several offices in a number of countries such as the regional economic commissions and other subsidiary bodies. Each of these office maintains its own archives and registry systems. By administrative instructions effective October 1977, the Archives Section has an over-all responsibility for the proper custody of the archives of such offices located outside of the New York headquarters. The addresses of these offices may be found in the United Nations Yearbook.

Some of the offices have provided information on their archives in other parts of this Guide.

UNITED NATIONS RESEARCH INSTITUTE FOR SOCIAL DEVELOPMENT (UNRISD)

Address : 16, avenue Jean Trembley
CH - 1209 Geneva
Postal address : Palais des Nations
CH - 1211 Geneva 10
Telegraphic address : UNATIONS GENEVE
Telex : 289696
Telephone : 98.84.00
Opening hours : Monday to Friday, 8.30 a.m. to 12.30 p.m.
and 1.30 to 5.30 p.m.
Working languages : English, French, Spanish.

Most of the files dated up to and including 1973 (some of which are from the period 1959-1963, e.g. from before the setting up of the Institute) are kept by the Records retirement (Mailing, Registry and Archives Section) of the United Nations Office at Geneva. Printed archives are kept by the UNRISD reference centre.

The public has access to the printed archives in the reference centre. Photocopying is possible. There is no public access to the files.

Brief administrative history

The United Nations Research Institute for Social Development is an autonomous United Nations activity, established in 1964 for the purpose of conducting research into "problems and policies

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of social development and relationships between various types of social development and economic development during different phases of economic growth". The studies of the Institute are intended to contribute to (a) the work of the United Nations Secretariat in the field of social policy, social development planning and balanced economic and social development; (b) regional planning institutes set up under the auspices of the United Nations; (c) national institutes in the field of economic and/or social development and planning.

The Institute is under the supervision of a Board, whose Chairman is appointed by the Secretary General of the United Nations. The board reports to the Economic and Social Council.

Directors : J.F. de Jongh, 1964-1966
D.V. McGranahan, 1967-1977
S.L. Barraclough, 1977-

UNIVERSAL POSTAL UNION (UPU)

Address: Weltpoststrasse 4
Berne, Switzerland
Postal address: Case postale
CH3000 Berne 15
Telegraphic address: UPU BERNE
Telex: 32842
Telephone: (41.31) 43.22.11
Opening hours: Monday to Friday, 8 a.m. to 12 noon; and
2 p.m. to 6 p.m.
Working languages: French

Questions relating to archives should be addressed to the Information and Documentation Section, which forms of the Department of Common Services. Documents and publications may be consulted in the Library. Access to the archives is as a general rule reserved to members of the Secretariat.

Brief administrative history

Originally established in 1874 by the Treaty concerning the Establishment of a General Postal Union (Berne Treaty), the present title was adopted in 1878. The constitution of the UPU and other Acts which have developed from the Berne Treaty of 1874 are periodically revised at the Postal Congresses, which normally meet every five years.

The aims of the Union are efficient operation of the various postal services, thus fostering the development of communications between peoples, and contribution to the development of international collaboration in the cultural, social and economic fields, including postal technical assistance.

An Executive Council ensures continuity of activity between Congresses. There is also a Consultative Council for Postal Studies. The International Bureau at Berne, placed under the general supervision of the Swiss Government, serves as the permanent secretariat.

Description of the archives

Only closed files are to be found in the central archives. From 1976 onwards, current files are subject classified under a decimal system plan also covering meetings and relations questions. Correspondence is mainly with national postal administrations and with other organisations.

UPU archives are of no interest for the origins of other international organisations.

WORLD BANK GROUP

Note. The title "World Bank" is applied generally to three affiliated international organizations : International Bank for Reconstruction and Development (IBRD) (The World Bank proper), International Development Association (IDA) and International Finance Corporation (IFC). Associated with the Bank is : International Centre for Settlement of Investment Disputes (ICSID).

Address : 1818 H Street, N.W.
Washington, D.C. 20433
United States of America
Telegraphic addresses : INTBAFRAD for IBRD
CORINTFIN for IFC
INDEVAS for IDA
ICSID for ICSID
Telex : ITT 440098
RCA 248423
Western Union 64145
Telephone : (202) 477.1234
Opening hours : Monday to Friday, 9.00 am to 5.30 p.m.
Working language : English

The Records Management Division of the Department of Administrative Services is responsible for the archives. The Records Centre is the central office for the archives. Some archival material is also kept by the Executive Director's

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Library, by the Personnel Department, and, before transfer to the Records Centre, by the Secretary's, the Treasurer's, the Controller's and the Administrative Services Departments.

Access. The Archives are not normally open to researchers from outside the organization.

The policy followed in relation to the protection of intellectual property and copyright is :

All records are the property of the World Bank. All records except those specifically prepared for distribution to the public are "for official use only". The Bank holds the copyright to certain publications. Few publications copyrighted by others are contained in the Bank's archives. The records Centre has one photocopying machine and one microfilm reader.

Administrative history

The International Bank of Reconstruction and Development opened for business on 25 june, 1946. Its purpose are, inter alia, "... To assist in the reconstruction and development of territories of members by facilitating the investment of capital for productive purposes ...," and

"to promote private foreign investment by means of guarantees or participations in loans and other investments made by private investors."[1]

There have been two major re-organizations in the Bank's history, one in 1952, and one in 1972.

In the course of 1952 re-organization, the most fundamental changes were in the Loan Department and in the Economic Department. Before the re-organization, the Loan Department included those who were responsible for relations with member countries and for negotiating loans. In addition, most of the staff members who evaluated projects were in the Loan Department, as were some economists, mostly those specializing in particular

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[1] IBRD. Articles of Agreement of the International Bank for Reconstruction and Development (As amended effective December 17, 1965). Washington, D.C.: Reprinted July 1976, p. 1.

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countries. The Economic Department contained chiefly those economists who assessed creditworthiness, did economic research, and studied various commodity problems.

Loans required approval from both Departments. The Loan Department judged the engineering, technical and financial aspects of a loan. The Economic Department evaluated the country's creditworthiness.

In the course of the 1952 re-organization, the loan and Economic Department were dismantled. Three area departments, a number later to increase, were established and organized on a regional basis. A Technical Operations Department, later named the Projects Department and subsequently divided into several projects departments, was constituted, as well as an Economic Staff.

The area departments were composed of loan officers and economists who dealt with specific countries or areas. The Technical Operations Department was staffed by engineers, financial analysts, and economists engaged in project evaluation and supervision. The Economic Department became the Economic Staff, with diminished scope. [2]

In october 1972, a second major re-organization was implemented. The reasons for this re-organization were numerous. The scale of the Bank's operations has greatly increased. This increase included the new major "non-traditional" lending sectors of education and population. The Bank was undertaking a more complex analysis of projects, and was attempting to integrate individual projects into programs of loans. The geographic pattern of lending was also seen to be changing. It was felt by management that this increased amount and complexity of lending created organizational problems requiring greater delegation of authority and greater country/sectoral coordination.

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[2] The information on the World Bank's pre-1952 structure and its subsequent re-organization was obtained from the book by Edward S. Mason and Robert E. Asher, *The World Bank Since Bretton Woods* (Washington, D.C.: The Brookings Institution, 1973), pp. 74-75.

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In this re-organization, the post of Senior Vice-President was created. He was conceived of as a sort of general of operational units. Five, now six, Regional Offices were established, identical except for countries assigned to them, their program content, and specialists on their staff. A Central Projects Staff was constituted. Among other things, the Central Projects Staff was made responsible for maintaining and improving the quality of Bank lending through and evaluation of techniques and policies. It was also charged with maintaining a pool of experts on the newer areas of Bank lending, and in areas where it was unfeasible to decentralize because of the small number of the staff. It was also assigned to act as the operational liaison for the Regions with the various United Nations agency cooperative programs, and to perform other common services for the Regions. 3/

In addition to these internal organizational changes, the Bank has acquired a number of affiliates. In July 1956, the International Finance Corporation (IFC) was established. According to its Articles of Agreement, the purpose of the Corporation is "... to further economic development by encouraging the growth of productive private enterprises in member countries, particularly in the less developed areas, thus supplementing the activities of the International Bank for Reconstruction and Development." 4/

IFC was the outgrowth of the special requirements for stimulating private enterprise and private investment. The World Bank is required by its Articles of Agreement to obtain a government guarantee for loans made to private enterprises. In practice,

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3/ The information of the World Bank's 1972 re-organization was obtained from The World Bank Re-Organization : A Preliminary Guide to Changes in Structure, Process, and Managing Style. Prepared for the Staff by the Organization and Planning Department, October 1, 1972.

4/ IFC. Articles of Agreement of the International Finance Corporation (As amended by resolutions effective September 21, 1965). Washington, D.C.: Reprinted July 1976, p. 1.

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this has not always been feasible. In addition, the Bank cannot buy equity shares. [5/] IFC's Articles of Agreement do not require a government guarantee, and in 1961, its Articles of Agreement were amended to make it possible to invest in equity. [6/]

In September, 1960, the Articles of Agreement of the International Development Association (IDA) came into force. They stated: "The purposes of the Association are to promote economic development, increase productivity and thus raise standard of living in the less developed areas of the world included within the Association's membership, in particular by providing finance to meet their important developmental requirements on terms which are more flexible and bear less heavily on the balance of payments than those of conventional loans, thereby furthering the developmental objectives of the International Bank for Reconstruction and Development ... and supplementing its activities." [7/]

The most important feature of an IDA "credit" to a developing country are the 50-year maturity of the credit, the 10-year grace period before repayments of the principal commence, and the 0.75 percent service charge on the disbursed amount of the credit to cover administrative costs. With such easy terms, the poorest members of IDA can afford to obtain badly needed development capital. The staff of the World Bank also constitutes the staff of IDA. [8/]

The Convention for the Settlement of Investment Disputes Between States and National of Other States entered into force in October 1966, thus initiating the International Centre for

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[5/] IBRD. Policies and Operations: The World Bank Group. Washington, D.C.: September 1974, pp. 10-11.

[6/] Ibid., p. 83.

[7/] IDA. Articles of Agreement of the International Development Association (Effective September 24, 1960). Washington, D.C.: Reprinted July 1976, p. 1.

[8/] IBRD. IDA: International Development Association. Washington, D.C.: April 1977, p. 5.

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the Settlement of Investment Disputes (ICSID), the only non-financial entity among the World Bank family of institutions. The major purpose of ICSID is to provide a means by which a Contracting State and a foreign investor who is a national of another Contracting State may settle, with the agreement of both parties in the dispute, any legal disputes arising from such an investment by conciliation and/or arbitration.[9]

Presidents of the World Bank

Eugene Meyer	18 June, 1946-18 December, 1946
John J. McCloy	17 March, 1947-30 June, 1949
Eugene R. Black	1 July, 1949-31 December, 1962
George D. Woods	1 January, 1963-31 March, 1968
Robert S. McNamara	1 April, 1968-

The evolution of records management practices

In 1946 centralized files were set up in the World Bank under the auspices of the Communications and Records Service, a Section of the Office Services Division. Records in the Loan and Economics Departments were serviced by staff members from the Central Files in those departments. From 1947 on, archives regarding membership, capital and official documents were retained by the Secretary's Department. Most of the other records of the Secretary's Department were transferred to the Archives Division in 1953.

1948 saw the appointment of an archivist and the establishment of the Archives Division, which assumed custody of "Operational Files" of the Loan Department and of "General Files and Correspondence" of the Economics Department and the Office Services. Files on financial matters were assigned to the custody of the Treasurer's Department.

In 1956 IFC Archives and in 1960 IDA Archives were established under the Archives Division. IBRD/IDA/IFC files were combined in 1965. In 1967 the ICSID Archival Files was established in the Legal Department.

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[9] IBRD. ICSID: International Center for the Settlement of Investment Disputes. What it is; what it does; how it works. Washington, D.C.: April 1, 1977, p. 1.

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The archives Division was disbanded in 1969. The Central Files were transferred to a new Records Management Section in the Records and Communications Division. A Records Centre was created for all records dated 1946-1965 and to store decentralized records from other departments of the Bank Group. The ICSID Archives were transferred to the Records Management Section in 1973.

In 1976 decentralized information centres were created under the newly formed Records Management Division. They incorporated the official records of the Central Files and the collection of "non-record" reference documentation.

Bibliography

It is not intended to present here an exhaustive bibliography of all material relating to the World Bank and its affiliates. Rather, it is hoped that the reading in this bibliography may give a sound basic understanding of its origins, evolution, and purpose.

Books - General

Mason, Edward S. and Asher, Robert E., The World Bank since Bretton Woods. Washington, D.C.: The Brookings Institution, 1973.

McNamara, Robert S., One Hundred Countries. Two billion People: The Dimensions of Development. New York: Praeger, 1973.

In addition, the World Bank publishes a large number of books and pamphlets dealing with its policies and operations, the economics of various developing member countries, and a broad range of issues in the area of social and economic development, many of them emerging from the programs of the research departments of the Bank. The following books are representative:

Chenery, Hollis, et al., Redistribution with Growth. Oxford, Oxford University Press, 1974.

Chenery, Hollis, and Syrquin, Moises, Patterns of Development, 1950-1970. Oxford University Press, 1975.

Kamarck, Andrew M., The Tropics and Economic Development: A Provocative Inquiry into the Poverty of Nations. Baltimore and London, The Johns Hopkins University Press, 1976.

King, John A. Jr., Economic Development Projects and Their Appraisal: Cases and Principles from the Experience of the World Bank. Baltimore, The Johns Hopkins University Press, 1967.

King, Timothy (coordinating author), Population Policies and Economic Development. Baltimore, The Johns Hopkins University Press, 1971.

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Lele, Uma, The Design of Rural Development: Lessons from Africa. Baltimore and London, The Johns Hopkins University Press, 1975.

Morawetz, David, Twenty-five Years of Development: 1950 to 1975. Baltimore and London, The Johns Hopkins University Press, 1977.

Reutlinger, Shlomo and Selowsky, Marcelo, Malnutrition and Poverty: Magnitude and Policy Options. Baltimore and London, The Johns Hopkins University Press, 1976.

Squire, Lyn and Tak, Herman G. van der, Economic Analysis of Projects. Baltimore and London, The Johns Hopkins University Press, 1975.

The Assault on Rural Poverty: Problems of Rural Development, Education and Health. Baltimore and London, The Johns Hopkins University Press, 1975.

World Bank Operations: Sectoral Programs and Policies. Baltimore and London, The Johns Hopkins University Press, 1972.

World Tables 1976. Baltimore and London, The Johns Hopkins University Press, 1976.

Certain of these and other World Bank books are published in French, Spanish, and other languages. Annual publications --World Bank Catalog of Publications and World Bank Research Program : Abstracts of Current Studies-- as well as other booklets may be obtained without charge from Publications Unit, World Bank, 1818 H Street, N.W., Washington, D.C., U.S.A.

Booklets by the World Bank

1. IDA - International Development Association. World Bank, April 1977.
2. World Bank Annual Report. Published annually by the World Bank. (English, French, German, Japanese, Spanish).
3. Questions and Answers -- The World Bank. World Bank: March, 1976.
4. Other Sector Papers (published separately).
    a) Urban Transport. The World Bank: May, 1975. 103 pages.
    b) Housing. The World Bank: May, 1975. 74 pages.
    c) Development Finance Companies. The World Bank: April, 1976. 65 pages.

Since July, 1964, the World Bank has published, jointly with the International Monetary Fund, a quarterly journal entitled Finance and Development.

Description of the Archives (and active file series)

The total volume of records in the Bank Group is approximately 8,000 linear metres of which 25% has been identified as archival in nature.

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Not all of the archival material, as has been mentioned above, is housed in the Records Centre. Some is held by certain departments which are authorized to maintain current official records that pertain to their work. The Library of the Executive Directors contains the archival copy of all Board documentation, for example.

The two main groups of archives in the Records Centre are (i) those of Bank Group operations, originating in the Regional Information Centres or those from Non-Regional Information Centre (Policy, Administrative and Financial material) and (ii) those received from the decentralized departments such as Secretary's, and Treasurer's.

The former group has been set up in a series of blocks, the first from 1946 through 1965, assembled and stored on the inception of the Records Centre in 1969. This was followed by two blocks, each of a three year time span, to the end of 1971. It is expected that future blocks will cover a time period appropriate to the operation concerned.

In the latter groups, blocks are received periodically but no set time span is common to all.

Finding aids: for the Bank Group operations - a composite guide in country alphabetical order for the years 1946 through 1971 is used. The Bank policy, administrative, and financial records are listed in a composite guide for the years 1946 through 1968 and in a relative index for 1969 through 1971. The process of producing and completing some of the indexes, guides and calendars to these, and also for those received as decentralized departmental records, is in hand.

A survey has been made of all departments. Archival material identified includes complete sets of publications for the use of the general public, as well as significant reports and other documents prepared primarily for internal use.

Records having special archival value have been identified under the following groups:

(i) Pre-Bretton Woods.
(ii) Bretton Woods.
(iii) Post-Bretton Woods.

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The third group, by far the largest, has been subdivided into the following eleven categories: President's Office and Council; Secretary's; Operations and Development Aid; Development Policy; Finance; Administration and Organization; External Relations; Legal; Special Commissions and Groups; General Historical Records; Operations Evaluation.

Relevant records kept elsewhere

Certain original documentation concerned with membership in the Bank Group is held in the US National Archives and Records Service, Washington, D.C. Copies of all such documents, however, are held in the Archives of the Bank.

Other reference sources available

The Information and Public Affairs Department maintains files of printed, photographic, and audiovisual materials that could be of interest to researchers.

The Joint Library of the World Bank and the International Monetary Fund maintains an extensive collection of books, periodicals and documentation published by or of interest to the World Bank Group.

WORLD HEALTH ORGANIZATION (WHO)

Address : Avenue Appia
CH - 1211 Geneva 27
Telegraphic address : UNISANTE GENEVE
Telex : 27821 GENEVE
Telephone : 34.60.61
Opening hours : Monday to Friday, 9 a.m. to 12 noon and 2 to 4 p.m.
Working languages : English and French

The unit responsible for the archives is the Records Management Service, which comprises : (1) The Registry (REG) which classifies incoming material and routes to the appropriate units; ensures that proper filing arrangements exist for record maintained in unit file stations; acts as central information source on the existence and whereabouts of files; maintains centrally kept current records and related files; keeps inactive records pending final disposition; (2) the Archives (ARC) which receives and keeps records selected for indefinite or permanent preservation and issues and maintains lists of records to be permanently preserved, as well as of material destroyed.

Rules governing access to WHO Archives

1. Definition

The archives of the World Health Organization shall consist primarily of documents and correspondence of various kinds, received or produced by the Organization over twenty years ago in the course of carrying out its functions, and which have been preserved in whatsoever form for documentary and historical purposes. External material, whether public or private, relating to the activities of the Organization may be added to the archives; such material shall also be subject to these rules.

2. General time limit

WHO archives are inviolable. However, as a general rule, and subject to the relaxing or limiting provisions of paragraphs 3 and 5 below, they may be freely consulted in situ by persons from outside the Organization after a period of forty years, measured from the date of the individual document or, in the case of a file, from the date of the most recent document.

3. Reduced time limit

Archival material of more recent date containing no component still considered to be confidential may be consulted by the public. The Organization alone shall be competent to decide what is confidential.

4. Exemptions

If he is satisfied that the circumstances so warrant, the Director-General may grant exemptions from paragraphs 2 or 3 above and may make the application of the said exemptions subject to certain conditions.

5. Extended time limit

Files containing information which, if disclosed, might prejudice the reputation, personal safety or private of individuals, shall remain closed for a period of sixty years.

6. Authority to copy

The transcription, copying and publication of those documents to which the public has access shall be subject to the following conditions :

6.1 Rights of third parties

Users of the archives are warned that WHO is unable to release them from any obligations that may apply in respect of copyright or other rights vested in persons whose works may be contained in WHO archives or in their beneficiaries.

6.2 Complete collections

The reproduction or publication of large series of files (complete collections or major subdivisions of collections) is not permissible.

6.3 Copying facilities

Where reproduction is authorized, the Organization is under no obligation to make its copying facilities available, even against payment.

Facilities afforded for consultation and for reproduction of documents : no premises are reserved for consultation of documents. Photocopying equipment, as well as reader printers and a Diazo processor, can be made available, although WHO is under no obligation in this respect.

Brief administrative history

WHO originated in 1945 during the conference held in San Francisco to set up the United Nations. A technical preparatory committee met in Paris in March and April 1946 and drew up proposals for the Constitution, which were presented to the International Health Conference that met in New York in June and July of the same year. That conference worked out and adopted the Constitution, which was signed by the representatives of 61 countries. The same conference also prepared two other instruments : (a) an agreement to set up an Interim Commission to carry on the more pressing of the duties that would devolve upon WHO when formally established, and (b) a protocol concerning the termination of the Office international d'Hygiène publique.

One of the provisions of the Constitution of WHO was that it should come into force when 26 members of the UN had ratified it, and the 26 ratifications were not secured until 7 April 1948; the formal existence of WHO as a Specialized Agency of the UN therefore began on that date. This is why 7 April is celebrated as World Health Day.

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WHO inherited the experience and methods of several earlier international health bodies and took over from them international quarantine, epidemiological intelligence, biological standardization and other services (fc. External archive groups, pp.268-70).

The WHO is composed of Member States, under the terms of its Constitution. To further the objective of "the attainment by all peoples of the highest possible level of health". WHO machinery for discussion and action consists of three principal organs : the World Health Assembly, the Executive Board, and the Secretariat. The regional organization/offices are an integral part of WHO.

The World Health Assembly is the supreme organ of the Organization. It is composed of delegates representing Member States and meets annually. The Assembly is also attended by representatives of Associate Members and of non-governmental Organizations in official relationship with WHO. The Assembly appoints the Director-General on the nomination of the Executive Board.

The Executive Board meets at least twice a year. Its main work consists in filling in the details necessary to enable the Secretariat to take action on the decisions of the Assembly. The Board has 30 members, each designated by a Member State, but unlike the Assembly delegate, they do not represent the governments that have designated them. In discussions at the Board they express their own opinion. The Member States entitled to designate Board members are chosen by the Assembly. One third of the membership is renewed every year.

The essential duties of the Secretariat are to prepare the work of the Assembly and the Board and to see that their decisions are carried out. The Director-General is responsible both for deciding what ought to be done about any health problem (technical), and whether what is technically right is practicable, and if so, how it is to be done (administrative). The Director-General and the technical and administrative staff who assist him form the Secretariat.

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For the WHO regional organizations and their archives, see Annex II and the notice on the Pan American Health Organization.

The Directors-General who have been in office since the establishment of WHO are :

Dr. Brock Chisholm	: 21 July 1948 - 20 July 1953
Dr. Marcolino G. Candau	: 21 July 1953 - 20 July 1973
Dr. Halfdan Mahler	: 21 July 1973

Suggested reading

Further information on the administrative history of WHO may be obtained through reference to the WHO official documents and principally through such publications as The First Ten Years of WHO and The Second Ten Years of WHO and the basic documents The Handbook of Resolutions and Decisions and the Official Records series. Attention is also drawn to the WHO Manual, which gives detailed information as to the organization and administration of WHO.

Reference may also be made to The Organizational Structure of the WHO (1948-1974), volumes I and II. Volume I describes, chronologically, the changes in the organizational structure of headquarters that took place during the period mentioned, together with a description of the responsibility of established units and the changes which occurred. Volume II contains a series of charts showing synoptically the developments described in volume I; an index of unit symbols arranged alphabetically, giving their denominations and position within the organizational structure, and a list of senior staff members, the dates of service and titles.

Description of the archives

The rules and procedures followed across the years for the management of the Organization's records have been basically the same. Records have always been subject to centralized Registry-type control, and it is only lately that some efforts

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have been made to decentralize the central files and to extend records management to unit holdings. Current procedures are set out in the WHO Manual, part V.1.

Printed archives are kept by the Office of Library and Health Literature Service (HLT) - see separate description (Annex I).

Secretariat Archive Groups

First generation of files (WHO 1) 1946-1959. Approximately 1500 microjackets (original files destroyed). Finding aids : Inventory cards (a descriptive list and a key word index are in preparation).

Series (main subject headings within brackets) :

1-99 General (associate members; constitution; correspondence with associations; Interim Commission; International Health Conference 1946; legal questions; permanent delegations; rules of procedure of WHO; withdrawals).

100-149 Assembly.

150-199 Executive Board.

200-299 Financial Administration.

300-399 Internal Administration (Administrative Tribunal).

400-899 Technical Questions (accidents; aeronautical hygiene; alcoholism; antibiotics; anti-epidemic action; bejel; bills of health and consular visas; biological standardization; cancer; deafness; delinquency; dental hygiene; deratisation; diabetes - insulin; diseases and causes of death nomenclature, 6th decennial revision of the lists; drug addiction; environmental information; filariasis (onchocerciasis); goitre; governmental health reports; health education; health legislation; hospitals; housing; hygiene; industrial hygiene; infection diseases of chilhood; influenza; Insecticides Committee; insecticides - fly control; leprosy; malaria; maritime and nautical hygiene; maternity and infant welfare; medical equipment; medical and training education; medical and public health personnel; medicaments; mental health; migration; narcotic drugs; national health administration; nursing; nutrition; penicillin;

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physical education; plague; poliomyelitis; psittacosis; public health statistics; Quarantine Committee; rabies; radioisotopes; radiology; rheumatism; rural life; sanitary conventions; smallpox; social insurance; streptomycin; technical assistance to health administrations; trachoma; tropical medicine; tuberculosis; typhus; unification of pharmacopoeias; venereal diseases; yellow fever).

900-949 Regional Organizations

950-999 International Organizations.

Second generation of files (WHO 2) 1950-1955. Approx. 1,000 microjackets (original files destroyed). Finding aid : Inventory cards (a descriptive list and a key word index are in preparation).

Series

Administrative Services (AS); Co-ordination and Co-operation (CC); Diseases and Conditions (DC); Education and Training (ET); Epidemiology and Quarantine (EQ); Finance (F); Food and Nutrition (FN); General Health and Welfare (GH); Information and publications (IP); Legal (L); Maternal and Child Health (MCH); Mental Health (MH); Nursing Services (NS); Organization and Direction (OD); Personnel (P); Public Health Administration (PHA); Sanitation and Hygiene (SH); Therapeutic Substances (TS); Vital and Health Statistics (VH); Veterinary Health (V).

Third generation of files (WHO 3), see below Active file series. (In 1980, blocks of records from 1955 to 1960, inclusive dates, will be transferred to the Archives; from then on, transfers will be made on a five-year basis).

"Sundry Archives Fund"

Under this item are included various restricted materials (in original or certified copy form) relating to constitutional, legal, administrative and technical matters which have been placed in the custody of the Archives Service. These comprise :

WHO Constitution.

WHO Flag Code.

International Sanitary Regulations.

Basic agreements with Member States; host agreements of WHO Regional offices agreements with UN and other organizations

Contracts of the Director-General.

Miscellaneous contracts with Funds, Association, Foundations and Firms.

Contracts relating to the erection and extension of WHO headquarters building.

Leases, headquarters and regional offices.

External Audit reports.

Papers of the Board of Enquiry and Appeal and of the ILO Administrative Tribunal.

18,200 microjackets of personnel files (ex-staff and temporary staff members and consultants).

Microfilms : 1,708 reels (10 cm) security copies.

Sound recordings : 140 reels (26 cm) of the International Health Conference, New York, June-July 1946.

Active file series

Subject files. According to a subject classification plan in operation since 1955. *Finding aids* : file content cards; origin index cards; (inventory cards including a systematic and a key word index are to be completed by the end of 1978).

A number of activities which cover the range of records destined, in principle for ultimate preservation after screening have been selected. These subjects include : agreements, conventions etc.; awards administered by the Organization; WHO and national collaborating centres (letters of official designation or recognition, acceptance, annual and other activity reports); contractual technical services agreements (letters of request from institutions, voucher, agreement and final report); delegation of authority to WHO staff; standard specifications, recommended requirements of drugs and similar substances; control of narcotic drugs and psychotropic substances carried out by WHO; certain forms and reports concerning grants for research training and exchange of research workers; reports of WHO or WHO joint training courses, seminars and symposia and WHO attendance reports to such courses etc. organized without WHO; expert advisory panels; non-technical correspondence with governments; internal procedures; use of WHO official and working languages; legal and constitutional matters; agenda, credentials and rules of procedure of the World Health Assembly and Executive Board; certain paper concerning the Regional Committees; official relations; reports of regional directors, of WHO representatives, of staff on duty travel or field visits etc. Other subject files may, when reviewed, be considered as containing correspondence of historical value and consequently transferred to the Archives. In addition, specimen files are occasionally selected to be indefinitely (if not permanently) preserved.

The project files concern regional activities and have been codified in accordance with three successive file numbering systems. Finding aids : file content cards; lists of project files; (inventory cards including a systematic and a key word index are to be completed in 1979).

The first system was used from 1947 to 1971.

The second system, used from 1972 to 1974, was also adopted by several regional offices (see annex II).

The third system, in use since 1975, has also been adopted by the majority of the regional offices (see annex II).

The inactive project files are screened before being retired, and the only items that are preserved are the plans of operation or exchange of letters with governments, the quarterly reports, and all other assignment, special and final reports. In addition, specimen project files are occasionally selected to be transferred unscreened to the Archives.

File station material of long term reference value which, while current, is kept in file stations, on becoming inactive, is transferred to the Registry pending final disposal.

Generally speaking this material comprises decentralized subject and project files, case files and other internal records and reports, accounting and statistical returns of all kinds, papers dealing with printing of WHO publications, budget allotment files, confidential personnel files, etc.

The same elements are retained after screening as for the subject files (q.v.).

The total volume of archives holdings cannot be given, as the size of the "file station material" is not known. The following figures might, however, be useful :

Centralized active records : 420 linear metres.

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Semi-active records : 16,500 microjackets (1968-1975) and 370 linear metres of files etc. retained in records repositories pending final disposal.

Inactive records : 160 linear mettres destined for indefinite archival preservation.

Description of external archive groups

Office international d'Hygiène publique (OIHP)

The first International Health Conference was held in Paris in 1851. It was the first of a long series which resulted in the adoption of a number of international sanitary conventions. An important stage was the conference in Rome in 1907, at which was established the Office international d'Hygiène publique, the first international health organization. It was a technical commission for the study of epidemic diseases, a permanent body for revising and administering the international sanitary conventions, and a centre for the rapid interchange of epidemiological information.

Bibliography : Howard-Jones, Norman : Les bases scientifiques des Conférences sanitaires internationales, 1851-1938. Genève, Organisation mondiale de la Santé, 1975.

Archives : 400 microjackets 1907-1946 (original files destroyed). Finding aid : "Catalogue of the Material (stored in WHO Archives on Microform) from l'Office international d'Hygiène Publique and the United Nations Relief and Rehabilitation Administration", WHO.

Series

Aérodromes et navigation aérienne (A 1-2).

Arrangement de Rome, 1907 : Country correspondence (A 3-27); dénonciation (A 28-29).

Commission sanitaire interalliée, 1915-1920 (A 30-61).

Etablissement d'utilité publique (A 62).

Autorités suisses (A 63-74).

Quarantaine (A 75-95) : Country correspondence (A 75-82).

Questions financières : Contributions-Country correspondence (F 2-24).

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Questions techniques (T 1-99) : Comité permanent; choléra et peste; commission quarantaine; conseils, conférences; conventions; UNRRA/OIHP; OMS/OIHP; codes; répertoire sanitaire international; pélerinages; conseil sanitaire, maritime et quarantenaire d'Egypte; Proche-Orient; pays n'ayant pas adhéré aux Conventions sanitaires internationales (Australie, Chili, Colombie); maritime sanitary questions-plague and cholera; Aedes aegypti; fièvre jaune; dengue, cadavres; ordinances, carnets sanitaires; états, statistiques; bureau hydrologique international (Monaco); vaccin anti-typhoïde de Vincent; médecins de bord; documents épidémiologiques (occupation); législations; documents.

League of Nations Health Organisation

In 1923 the League set up a Health Committee, and transferred health matters within the Secretariat (except questions concerning opium and other dangerous drugs) from the Social Section to a newly created Health Section under a "Medical Director". The Health Committee, its various commissions, the Secretariat Health Section (including an epidemiological intelligence service), the Eastern Bureau in Singapore, etc. were collectively and officially called the "Health Organisation", which, however, formed an integral part of the League.

Its range of work covered the analysis of epidemiological information received and it started the series of periodical epidemiological reports now issued by WHO. It laid down lines for technical studies (including the use of expert committees) which are substantially followed by WHO, and it gave much attention to education and training. Though on a limited scale, it initiated what is now called technical assistance, by organizing "technical collaboration" with some countries, especially China.

The records of the Health Section of the League Secretariat having been transferred to the WHO Interim Commission (as were the records of the Eastern Office), the Organization returned only the Registry files to the League of Nations Archives in 1969, after having microfilmed them. The Section files (cf. p. 173) and the records of the Eastern Bureau have been destroyed. The copies kept by the WHO Archives consist of 12,000 microjackets. For finding-aids and series see notice on the League of Nations Archives, esp. pp. 175-181.

UNRRA - European Office

The UN Relief and Rehabilitation Administration (UNRRA) was set-up with the general purpose of organizing a quick recovery from the effects of the Second World War. The principal tasks of its Health Division were to restore and help health services, to provide special medical care for displaced persons and to revive the machinery for international interchange of information on epidemic diseases. The work of UNRRA was terminated at the end of 1946. The records of UNRRA Headquarters are kept by the Archives of the United Nations in New York (q.v. especially pp. 236 f.).

Archives : 100 microjackets, 1943-1947 (original files destroyed). Finding-aid : "Catalogue of the Material (stored in WHO Archives on Microform) from l'Office international d'Hygiène publique and the United Nations Relief and Rehabilitation Administration", WHO.

Other reference sources available

Office of Library and Health Literature Services (for the printed archives, see Annex I).

Annex I

WHO PRINTED ARCHIVES

The printed archives are kept by the Office of Library and Health Literature Services. The Library is open Monday to Friday (except holidays) 8.15 a.m. to 5 p.m.

General rules or policy governing access to WHO printed archives

1. Definition. The printed archives maintained by the Office of Library and Health Literature Services shall consist of WHO publications (and all available slide accompanying some items) normally included in the WHO Publications Programme and other publications emanating from the six Regional Offices and the International Agency for Research on Cancer. Archival items shall also include the unpublished administrative and technical documents issued at headquarters, the regional offices and IARC. In addition, the publications and documents of earlier international health organizations which were predecessors of WHO shall also be included in the collection.

2. Retention policy. The above-mentioned items shall be maintained by the Office of Library and Health Literature Services in its permanent collection.

3. Availability to the public

3.1 WHO Publications. All WHO publications shall be available to the public for consultation, reference or translation. They may also be obtained from the WHO distribution and Sales Service or through WHO sales agents.

3.2 Unpublished documents. All unpublished documents, except those prepared for general distribution, are restricted items. They may be consulted by the WHO Secretariat, members of the Executive Board, the delegations to the World Health Assembly and Advisory panels and committees. Availability of these documents to other parties, however, shall depend on the permission granted by the issuing unit. The distribution and use of these documents are mentioned in the provisions of the WHO Manual.

4. Authority to copy. The copying of these publications and documents which the public has access to shall be subject to the following conditions :

4.1 WHO Publications. Publications which are still available from the WHO Distribution and Sales may not be photocopied.

4.2 Unpublished documents. Documents which have been cleared by the issuing units may be photocopied. Users are required, however, to comply with the embargo note on the documents which states in part that they should not be reviewed, abstracted or quoted without the agreement of the Organization.

4.3 Publications and documents of earlier international organizations. These items may be photocopied.

Policy followed in relation to the protection of intellectual property

The publications of WHO enjoy copyright protection in accordance with the provisions of Protocol 2 of the Universal Copyright Convention. For rights of reproduction or translation, in part or in *toto*, application should be made to the WHO Office of Publications, Geneva. The World Health Organization welcomes such applications.

Facilities afforded for consultation and for reproduction of documents

The International Documents Service has two reading tables for four readers to consult the publications and available documents. A photocopying machine is also available.

Description of series

The archival materials maintained by the Office of Library and Health Literature Services are as follows (the figures to the right show estimated volume in linear metres) :

1. WHO printed publications (hard copies)

A set of all WHO publications produced by WHO headquarters (1947-). Finding-aid : *Catalogue of World Health Organization Publications*, issued by the Distribution and Sales Service. 72

A set of publications produced by the six Regional Offices and the International Agency for Research on Cancer (IARC) (1951-)*	16
2. *WHO Unpublished Documents* (hard copies)	
Administrative documents :	
Preliminary Committee for the International Health Conference (1946)	0.5
International Health Conference	1
WHO Interim Commission (1946-1948)	2
World Health Assembly (1948-)	16
Executive Board (1948-)	25
Regional Committees (1948-)	27
IARC Governing Council (1965-)	1
Administrative circulars of the Director-General to member governments (1946-)	1
Quarterly, semi-annual or annual reports of Regional Offices (1948-)	4
Miscellaneous documents, (e.g. handbooks of resolutions, rules of procedure of Regional Committees)	0.5
Technical documents :	
Technical documents of expert panels and committees, scientific groups, consultation groups, etc., and technical documents produced by WHO units, including Regional Offices (1947-)	86
Assignment reports of consultants and staff members visiting countries and institutions (1949-)	46
Documents produced by Regional Offices for their regional seminars, workshops, conferences and meetings (1950-)	17

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* The series of publications of the Pan American Sanitary Bureau starts in 1928.

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3. Slides accompanying WHO publications

International Histological Classification of Tumours, Nos. 1-15 (1596 slides).

Documents and publications of the Office international d'Hygiène publique (1908-1946). 6

Documents and publications of the League of Nations Health Organization (1920-1945). 20

UNRRA documents and publications (1944-1947).

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Annex II

REGIONAL OFFICES OF THE WHO

Most of the WHO Regional Offices have sent interesting contributions to this Guide (see, however, notices on the Pan American Health Organization and on the International Agency for Research on Cancer). What follows after the general introduction is confined to short excerpts of these contributions.

General introduction

WHO has built up a system of regional organizations. The first World Health Assembly delimited six areas in 1948, and by 1952 all six regional offices were in operations. They are : A. African Region (AFRO); (Region of the Americas - AURO - which is identical with the Pan American Health Organization, q.v.); B. Eastern Mediteranean Region (EMRO); C. European Region (EURO); D. South-East Asia Region (SEARO); E. Western Pacific Region (WPRO).

Each of the six regional organizations comprises a regional committee and a regional office. The committee is composed of representatives of Member States and Associate Members in the region. The regional office is headed by a regional committee.

Subject to the authority of the Director-General, regional organizations carry out, within their areas, the decisions of the Health Assembly and the Board. The regional committees review the programme and budget proposals of the regional directors, and supervise and assist the work of the offices. The Director-General delegates to the regional directors the responsibility for organizing and running projects in the regions as well as other financial and administrative responsibilities.

A. African Regional Office (AFRO)

Mailing address : P.O. Box no. 6
Brazzaville - Congo

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Telegraphic address : UNISANTE BRAZZAVILLE
Telex : 5217
Telephone : 81.38.60-65
Opening hours : 7 a.m. - 14 p.m.
Working languages : English, French.

AFRO has stated that although important regional documents are stored in the Registry, in the Library and in the Publications unit, because they are not properly classified, these are not usable for archival purposes. For its project files, AFRO has used the same classification systems as Headquarters (cf. p. 267).

B. Eastern Mediterranean Regional Office (EMRO)

Mailing address : P.O. Box 1517
Alexandria - Egypt
Telegraphic address : UNISANTE ALEXANDRIA
Telex : 54028 WHO UN
Telephone : 30090
Opening hours : Monday to Friday 8 a.m. to 2 p.m., Tuesday and Thursday also from 4 to 8 p.m.
Working languages : Arabic, English, French

The Registry sub-unit (Administrative Service unit) is responsible for the management of the centralized archives, except for those of the following units : Personnel Services, Budget and Finance Services, Administrative Services, Medical Supplies Services, Malaria Unit and Fellowship Unit, which manage their own files and archives. The printed archives are kept by the Library and by the Documents Services and Reports Unit.

The public has no access to the Archives.

File series

Subject files : old classification system from 1949 to the beginning of 1966; new classification system from mid-1966.

Project files : same classification systems as at Headquarters (cf. p. 267).

The total volume of centralized archives managed by the Registry only is 124 linear metres of inactive and semi-active files, and 110 linear metres of active files.

Other reference sources available

A large and well appointed Library which contains reference sources of interest. It is open to the public at certain appointed hours.

C. Regional Office for Europe (EURO)

Mailing address : Scherfigsvej 8
DK-2100 Copenhagen Ø
Telegraphic address : UNISANTE COPENHAGEN
Telex : 15348 WHO DK
Telephone : 29.01.11
Opening hours : Monday to Friday, 8 a.m. to 4.30 p.m.
Working languages : English, French, German, Russian.

The Registry and Documents Units (Administrative Services) are responsible for the Registry Archives (Library, Personnel Office, Budget and Finance Office, and Fellowship Office, however, keep their own records).

No access to the public.

File series

Subject files.

Project files : same classification systems as at Headquarters (cf. p. 267).

D. Regional Office for South-East Asia (SEARO)

Mailing address : World Health House
Indraprastha Estate, Ring Road
New Delhi - 110002 - India
Telegraphic address : WHO NEW DELHI
Telex : ND 2195 or 2241
Telephone : 270181-88
Opening hours : Monday to Friday, 8.30 a.m. to 12.30 p.m. and 1.30 to 5 p.m.
Working language : English

The Registry (Administrative Services Unit) is responsible for the Archives and the physical arrangements. The printed archives are kept by the Reports and Documents Unit.

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Access and copyright are governed by the same rules as at Headquarters. (cf. pp.257-261,272).

The archives storage is accommodated on 220 linear metres of shelving. As a rule, files which were started during the first two years of the Regional Office (1949-1950) are preserved. Other material is reviewed and decision taken as to what should be retained.

File series

Subject files : old classification system 1949-1967; the new classification system from 1968 is as far as possible identical with WHO 3 (cf. p.265).

Project files : Headquarter's first system (cf. p.267) was used up to the end of 1974;
Headquarter's third system (cf. p.267) is in use since 1975.

Other reference sources available are the Library and the Reports and Documents.

E. Regional Office for the Western Pacific (WPRO)

Mailing address : P.O. Box 2932
Manila - Philippines

Telegraphic address : UNISANTE MANILA

Telex : 7652 WHO PH (RCA)
3260 WHO PN (EASTERN)
0365 WHO PM (ITT)

Telephone : 59.20.41

Opening hours : Monday to Friday, 7 a.m. to 3.30 p.m.

Working languages : English, French.

The Administrative Service Unit is responsible for the Archives (the Personel Unit manages its own files)

Archives series

(1) Completed Projects

Some 242 completed country projects and 67 inter-country projects have been microfilmed and their microfiche (size 10 x 15 cm) stored in four steel file boxes. Each steel box measures 12 x 18 x 39 cm. Finding aids consist of index cards of microfiche size labelled with identifical reference numbers as the microfiched projects. The following material has been microfilmed : agreements, plans of operation, exchange of letters, final reports or assignment reports, recommendations from UNICEF, comments from governments on reports, equipment.

(2) Inactive Records

Subject files : inactive file folders of subject files are segragated from the file racks, recorded and placed in archive boxes pending their final disposal.

Project files*: recently completed project files are also pulled out from the file racks, recorded and placed in archive boxes pending disposal.

Other reference sources available

Professionally qualified persons outside the WPRO and United Nations Secretariat may be allowed to use the Library for study and research purposes, from 12.30 to 15.30 p.m. No publications may, however, be removed from the Office apart from duplicated of WHO publications which may be loaned at the discretion of the Librarian.

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* The Headquarter's classification systems have been used for the project files (cf. p. 267)

WORLD INTELLECTUAL PROPERTY ORGANISATION (WIPO)

Address : 34, chemin des Colombettes
CH - 1211 Genève 20
Postal address : Case postale 18
CH - 1211 Genève 20
Telegraphic address : OMPI GENEVE
Telex : 22376
Telephone : 99.91.11
Opening hours : Monday to Friday, 8 a.m. to 12 noon, and 2 p.m. to 6 p.m.
Working languages : English and French

The Library holds printed archives, open to public consultation subject to prior authorisation. For archives held by other services, see below under "Description" of the Archives.

Brief administrative history

On 9 September 1883, the representation of nine States signed in Paris a Convention for the protection of inventors and industrialists and set up, as was the custom at that time, a "Union" for the administration of the Convention. The Berne Convention adopted in 1886 was designed to protect writers and artists and their works.

For practical reasons and for the sake of economy, the Swiss Government was entrusted with the management and control

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of the Paris and Berne Conventions, by a single administration. Thus the Bureaux internationaux réunis pour la protection de la propriété intellectuelle, or "BIRPI", predecessor of the present World Intellectual Property Organisation, were set up in 1893. Introduction of the term "Intellectual" provides a convenient qualification of the two fields falling under the organisation's competence, namely industrial property (patents, trade marks, designs, models, "Know-how" etc.) and literary and artistic property.

BIRPI had its headquarters in Berne, alongside UPU and ITU and with an administrative structure modelles on these two institutions.

BIRPI activities and staff were soon to increase. New Conventions were called for, with new "Unions", to take account of scientific and technological development, and particular provisions of the Paris and Berne Conventions needed more precise treatment, through tests called "Arrangements", of which there are now 19 (see annex).

Management of these Conventions and Arrangements gave rise to a complex administration. Each of these 19 Conventions or Arrangements is administered by its own "Union", independent of the others, and a small international organisation in itself. Each Union thus has different States Members, is separately financed and separately administered.

In general, each Union is governed by an assembly meeting every three years; three such assemblies annually elect an executive committee composed of a quarter of the members of the assembly.

The staff, under the direction of a Director-General and, since 1975, three Vice-Directors, constitutes so to speak the Secretariat of these Unions and the common administrative service known as the International Bureau.

WIPO as a whole has since its inception been supervised and administered by States Members through various governing bodies : a triennial Conference, bringing together representatives of States who are members of various and States parties

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to the WIPO Convention but members of no Union; a General Assembly, also triennial, the sovereign body, composed of States Members of WIPO or of any Union; the Co-ordination Committee, meeting annually and assuming the functions exercised by the general assemblies or conferences of other organisations.

BIRPI, in Berne since 1883, was authorised in 1960 to transfer its headquarters to Geneva.

In 1967, by virtue of a new Convention signed in Stockholm, the World Intellectual Property Organisation (WIPO), bacame the successor of BIRPI and pursued BIRPI's work. The Stockholm Convention was designed to modernise a somewhat out-of-date administrative structure and render the management of the Unions more efficient. Since 26 April 1970, following ratification of the Stockholm Convention by ten countries, WIPO exists de facto and de jure. Its internal structure was thereupon modified more or less on the pattern of the other organisations of the United Nations family, opening the way to recognition of WIPO on 17 December 1974 as the 14th of the specialised agencies.

Short of a longthy treatise, it is therefore virtually impossible to trace with precision the internal history of its various administrative units.

For example, until 1967 the Director-General was seconded by one Vice-Director, from 1962 to 1975 by two, and from 1975 - by a decision of States Members - by three.

Traditionally, the organisation comprises, first, a set of purely administrative units such as a mail and documents section, financial services, personnel section, housekeeping units, library, publications section etc.

Alongside these general services, there have long been a series of purely technical services related some to the Paris Union and its subdivisions (industrial property) and others to the Berne Union (copyright).

There are units with particular responsibility for the international registration of trade marks, designs, models, and appellations of origin; others are responsible for the periodical WIPO publications.

To these older units others have been added relatively recently as a consequence of scientific and technological development or of the expansion of WIPO activities and a policy of opening up the Union's activities to a wider participation in the world at large.

Under the first heading, may be quoted units dealing for example with information on patents, and their international classification, application of the treaty on co-operation in matters of patents, etc.

Secondly, there are units concerned with liaison between WIPO and other international organisations and national administrations, and - particularly since WIPO entry into the United Nations System - a Development Co-operation and External Relations Division; other services such as the Division for Industrial Property Development Co-operation Projects or the Section for copyright development Co-operation Projects, are responsible for technical co-operation undertakings to help developing countries and encourage new approaches on a world scale.

BIRPI Directors

Henri Morel	1888-1912
Robert Comtesse	1912-1921
Ernest Röthlisberger	1922-1926
Fritz Ostertag	1926-1938
Benigne Mentha	1938-1953
Jacques Secrétan	1953-1963
G.H.C. Bodenhausen	1963-1970

Directors-General of WIPO

G.H.C. Bodenhausen	1970-1973
Arpad Bogsch	1973-

Description of the archives

Each administrative unit produces documents which are kept in the Library, in effect a depository for printed archives. These archives are preserved, listed, and catalogues and are by and large open to consultation.

Other papers are kept in the units concerned. The mail and documents section, which registers incoming and outgoing mail, also holds files on the principal questions treated and is thus more or less the WIPO archives depository.

There is however no true archives service and, apparently, no general archives policy. The mail and documents section has its own numbering and registration system for the papers it keeps. The personnel service, the financial services, and, in general, each section or division manages its files and papers in its own way.

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ANNEX

Conventions and Arrangements administered by WIPO[1]

Paris, 1883	Convention of Paris for the Protection of Industrial Property of 20th March, 1883.
Berne, 1886	Convention concerning the Creation of an International Union for the Protection of Literary and Artistic Works of September 9, 1886.
Madrid, 1891	Agreement of Madrid for the Prevention of False or Misleading Indications of Source on Goods, of April 14, 1891.
Madrid, 1891	Agreement of Madrid concerning the International Registration of Trademarks of April 14, 1891.
The Hague, 1925	Agreement of the Hague concerning the International Deposit of Industrial Designs of November 6, 1925.
Nice, 1957	Agreement of Nice concerning the International Classification of Goods and Services to which Trademarks are applied, of June 15, 1957.
Lisbon, 1958	Agreement of Lisbon for the Protection of Appellations of Origin and their International Registration, of October 31, 1958.
Rome, 1961	International Convention for the Protection of Performers, Producers of Phonograms and Broadcasting Organisations.
Paris, 1961	International Convention for the Protection of New Varieties of Plants signed at Paris on December 2, 1961.
Stockholm, 1967	Convention Establishing the World Intellectual Property Organisation signed at Stockholm on July 14, 1967.

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1) The titles and dates given are those of the Convention or Arrangement as first adopted and take no account of subsequent revisions.

Locarno, 1968	Locarno Agreement Establishing an International Classification for Industrial Designs - signed at Locarno on October 8, 1968.
Washington, 1970	Patent Cooperation Treaty - done at Washington June 19, 1970.
Strasbourg, 1971	Strasbourg Agreement concerning the International Patent Classification of March 24, 1971.
Geneva, 1971	Convention for the Protection of Producers of Phonograms against unauthorized Duplication of their Phonograms of October 29, 1971.
Vienna, 1973	Trademark Registration Treaty - done at Vienna on June 12, 1973.
Vienna, 1973	Vienna Agreement for the Protection of Type Faces and their International Deposit - done at Vienna on June 12, 1973.
Vienna, 1973	Vienna Agreement Establishing an International Classification for the Figurative Elements of Marks - done at Vienna on June 12, 1973.
Brussels, 1974	Convention relating to the Distribution of Programme - Carrying signals transmitted by Satellite - done at Brussels on May 21, 1974.
Budapest, 1977	Budapest Treaty on the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure - done at Budapest on April 28, 1977.
Geneva, 1978	Geneva Treaty on the International Recording of Scientific Discoveries - adopted at Geneva on March 3, 1978.

WORLD METEOROLOGICAL ORGANISATION (WMO)

Address : Case postale N^{o} 1
CH - 1211 Geneva 20
Telegraphic address : METEOMOND GENEVE
Telex : 23260
Telephone : 34.64.00
Opening hours : Monday to Friday, 8.15 a.m. - 5.30 p.m.
(except on official holidays)
Working languages : English, French

Questions relating to archives should be addressed to the Director of the Administration, Conference and Publications Department. The records have not been organised for outside consultation; requests from searchers are considered on an *ad hoc* basis. Their volume has been estimated as some 4,000 linear metres, and they consist of correspondence, financial records, documents for meetings, and publications, from 1951 onwards.

Brief administrative history

Established in 1947, when the WMO Convention was signed, WMO came formally into being in 4 April 1951, succeeding the International Meteorological Organisation, an international

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non-governmental organisation founded in 1873. Its aims are to facilitate world-wide meteorological co-operation.

External archive groups

WMO holds records of the International Meteorological Association (its predecessor body) for the period 1873-1951.

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The following index contains the names of institutions, as well as some ad hoc - committees and secretariat sub-divisions active outside the institution's headquarters. The main criterion for the selection has been to include those that have or had their own records service. In case of doubt the records producer in question has been included. Repositories are also included. Conferences, even when held outside the headquarters are more often than not served by secretariat personnel, and their records are frequently a part of the normal registry files. Individuals are included if their papers are treated as a separate group ("fonds").

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